

Assistant Secretary of Defense  
(Production and Logistics)  
(703) 756-1140

DOD 4500.34-R REPRINT  
(INCORPORATING CHANGES  
1 THROUGH 6)

# DEPARTMENT OF DEFENSE

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## PERSONAL PROPERTY TRAFFIC MANAGEMENT REGULATION

OCTOBER 1991

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THE ASSISTANT  
SECRETARY OF DEFENSE  
(PRODUCTION AND LOGISTICS)

93-18186



<b>REPORT DOCUMENTATION PAGE</b>	1. REPORT NO. DoD 4500.34-R, Rpt	2.	3. Recipient's Accession No.
4. Title and Subtitle Personal Property Traffic Management Regulation		5. Report Date October 1, 1991	
		6.	
7. Author(s) J. Gaige/J. Marotta		8. Performing Organization Rept. No.	
9. Performing Organization Name and Address Assistant Secretary of Defense (Production and Logistics) Washington, DC 20301		10. Project/Task Work Unit No.	
		11. Contract(C) or Grant(G) No. (C) (G)	
12. Sponsoring Organization Name and Address		13. Type of Report & Period Covered Regulation	
		14.	
15. Supplementary Notes This reprint replaces the basic document and changes 1-5. See accession numbers for replaced issuances listed below.			
16. Abstract (Limit: 200 words) This Regulation is issued under the authority of DoD Directive 4500.34, "DoD Personal Property Shipment and Storage Program," April 10, 1986. Its purpose is to prescribe uniform procedures for the movement and storage of household goods, unaccompanied baggage, mobile homes, privately owned vehicles, and firearms. This reprint consolidates and replaces DoD 4500.34-R, "Personal Property Traffic Management Regulation," May 1986 and changes 1-5. This reprint also incorporates Change 6. The accession numbers for the replaced issuances are: Basic Document, PB86-224730; Change 1, PB87-139275; Change 2, PB87-181228; Change 3, PB88-149687 and/or PB88-138235; Change 4, PB89-198733; and Change 5, PB91-926432.			
17. Document Analysis			
a. Descriptors			
b. Identifiers/Open-Ended Terms			
c. COSATI Field/Group			
18. Availability Statement Release unlimited for sale by the National Technical Information Service (NTIS)		19. Security Class (This Report) UNCLASSIFIED	21. No. of Pages
		20. Security Class (This Page) UNCLASSIFIED	22. Price

DEPARTMENT OF DEFENSE  
PUBLICATION SYSTEM

OFFICE OF THE SECRETARY OF DEFENSE  
Assistant Secretary of Defense (Health Affairs)

DoD 4500.34-R REPRINT  
October 1, 1991

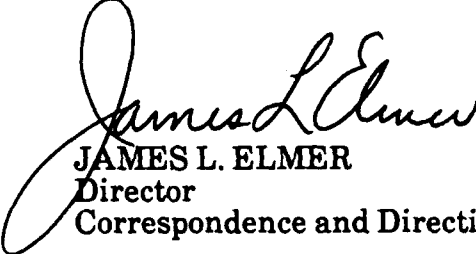
PERSONAL PROPERTY TRAFFIC MANAGEMENT REGULATION

DoD 4500.34-R, "Personal Property Traffic Management Regulation," May 1986, has been superseded by this Reprint. The Reprint incorporated changes 1 through 6 and is dated October 1991.

Change no. 6 was not issued as a separate change; it is interspersed throughout the Reprint.

EFFECTIVE DATE

This Reprint is effective immediately.

  
JAMES L. ELMER  
Director  
Correspondence and Directives

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PRODUCTION AND  
LOGISTICS

## THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-8000

October 1, 1991

### FOREWORD

This Regulation is issued under the authority of DOD Directive 4500.34, "DOD Personal Property Shipment and Storage Program." Its purpose is to prescribe uniform procedures for the movement and storage of household goods, unaccompanied baggage, mobile homes, privately owned vehicles, and firearms.

DOD 4500.34-R, "Personal Property Traffic Management Regulation," May 1986, is hereby cancelled.

This Regulation applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, and the Unified and Specified Commands (hereafter referred to collectively as "DOD Components"). The term "military service," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

This Regulation is effective immediately and is mandatory for use by all DoD Components. No supplements or changes may be issued without the prior approval of the Commander, Military Traffic Management Command (MTMC). Any regulatory document issued by a DOD Component that conflicts with this Regulation shall be rescinded.

Forward recommended changes to this Regulation through channels to the:

Commander  
Military Traffic Management Command  
ATTN: MTPP-M  
5611 Columbia Pike  
Falls Church, VA 22041-5050

DOD Components may obtain copies of this Regulation through their own publications channels. Other Federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for this Regulation is assigned to the Department of Defense, Headquarters, Military Traffic Management Command. This responsibility includes the retirement of records.

Colin McMillan



## REFERENCES

- (a) Chapter II of Executive Order 11625, "Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise," October 13, 1971
- (b) Title 15, United States Code, Section 631 et seq., Small Business Investment Act of 1958, as amended
- (c) Title 49, United States Code, Section 1241 et seq., Federal Aviation Act of 1958, as amended
- (d) ATF Pub 5300.5, "Your Guide to Firearms Regulation," January 1, 1989
- (e) DOD Directive 1400.20, "DOD Program for Stability of Civilian Employment," June 16, 1981
- (f) DOD Directive 4000.19, "Interservice, Interdepartmental, and Interagency Support," October 14, 1980
- (g) Joint Federal Travel Regulation (Volume 1) and Joint Travel Regulation (Volume 2)
- (h) DOD 5030.49-R, "Customs Inspection," May 1977, authorized by DOD Directive 5030.49, January 6, 1984
- (i) DOD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume I, March 15, 1987, and Volume II, February 15, 1987
- (j) Federal Acquisition Regulation
- (k) Title 10, United States Code, Section 2304, "Purchases and Contracts, Formal Advertising Exception," as amended
- (l) Title 49, United States Code, Section 176.905, "Motor Vehicles or Mechanical Equipment Powered by Internal Combustion Engines," as amended
- (m) DOD 4160.21-M, "Defense Reutilization and Marketing Manual," March 1982, authorized by DOD Directive 4160.21, December 5, 1980
- (n) Title 26, United States Code, Section 5801 et seq., "National Firearms Act," as amended
- (o) Title 49, United States Code, Section 10922, "Certificates of Motor and Water Common Carriers," as amended

# SUMMARY OF CHANGES

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
CHAPTER 1				
1-1		A. General	1000. Purpose	Deleted the word "General."
1-2		B.1. thru B.6	1001.a. thru 1001.f.	Added "R" after DOD 4500.34.
1-2		B.6.a.(1) thru B.6.a.(3)	1001.f.(1)(a) & 1001.f.(1)(b)	Deleted subpara (3), which is no longer applicable.
1-2/1-3		B.6.b.(1) & B.6.b.(2)	1001.f.(2)	Reworded and combined old subpara (1). Deleted subpara (2), which is no longer applicable.
1-3		B.6.c.	1001.f.(3)	
1-3		B.7.a. thru B.7.c.	1001.g.(1) thru 1001.g.(3)	
			1002	Provides sample of new paragraph numbering system.
1-1		A.2.	1003	Change AF "ATTN" line to LGTT
1-1		A.3.	1004	
1-1		A.4.	1005	
1-3		C.1.	1006.a.	Changed ASD(A&L) to OASD(P&L) L/PP
1-3/1-4		C.2.a. thru C.2.d.	1006.b.(1) thru 1006.b.(4)	References to ASD(A&L) and ASD(MI&L) are changed to OASD(P&L) L/PP.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
1-4/1-4.1		C.2.e. thru C.2.q.	1006.b.(5) thru 1006.b.(17)	
1-4.1/1-5		C.3.a. thru C.3.i.	1006.c.(1) thru 1006.c.(9)	
1-5		C.4.a. thru C.4.j.	1006.d.(1) thru 1006.d.(10)	
1-5/1-6		C.5.a. thru C.5.g.	1006.e.(1) thru 1006.e.(7)	
1-6		C.6.a. thru C.6.f.	1006.f.(1) thru 1006.f.(6)	
1-6		C.6.g.	1006.f.(7)	Added "Figure 1-1."
1-6		C.6.h. thru C.6.r.	1006.f.(8) thru 1006.f.(18)	
1-7		C.6.s.	1006.f.(19)	Deleted reference to DD Form 619-1. Changed Figure 2-21 to Figure 5-4. Changed 7 workdays to 10 workdays.
1-7/1-8		C.6.t. thru C.6.hh.	1006.f.(20) thru 1006.f.(34)	
1-8		C.7.a.	1006.g.(1)	
1-9		C.7.b.	1006.g.(2)	Revised. Added "Figure 10."
1-9		C.7.c. thru C.7.m.	1006.g.(3) thru 1006.g.(13)	
1-9		C.7.n.	1006.g.(14)	Deleted reference to DD Form 619-1.
1-9		C.7.o. thru C.7.r.	1006.g.(15) thru 1006.g.(18)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
1-10		C.8.a. thru C.8.f.	1006.h.(1) thru 1006.h.(6)	
1-10		C.9.a. thru C.9.e.	1006.i.(1) thru 1006.i.(5)	
1-10/1-11		C.10. thru C.10.e.	1006.j. thru 1006.j.(5)	
1-11		D.1.	1007.a.	Changed referenced to Chapter 6 to Chapter 10.
1-11		D.2.	1007.b.	
1-11		D.3.a. thru D.3.d.	1007.c.(1) thru 1007.c.(4)	
1-12		D.4.a.(1)	1007.d.(1)(a)	Changed "Appendix C and the PPCIG" to "Appendix A of the PPCIG."
1-12		D.4.a.(2)	1007.d.(1)(b)	
1-12		D.4.b. thru D.4.d	1007.d.(2) thru 1007.d.(4)	
1-12		E.1.	1008.a.	
1-12		E.2.	1008.b.	Changed referenced subsections C.7. and E.5. to paras 1006.g. and 1008.f. respectively.
1-13		E.2.a. & E.2.b.	1008.b.(1) & 1008.b.(2)  1008.b.(3)	Added new subpara regarding member's responsibility to drain waterbeds and/or hot tubs prior to move.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
1-13		E.2.c. thru E.2.g.	1008.b.(4) thru 1008.b.(8)	
1-14		E.3.	1008.c.	Changed referenced Chapter 3 to Chapter 7.
1-14		E.4.	1008.d.	Changed referenced Chapter 4 to Chapter 8.
1-14		E.5.	1008.e.	Changed referenced Chapter 8 to Chapter 12.
1-14		E.6.a. thru E.6.c.	1008.f.(1) thru 1008.f.(3)	
1-14		E.7.	1008.g.	
1-14		E.8.a.	1008.h.(1)	
1-14		E.8.b.	1008.h.(2)	Changed referenced Chapter 5 to Chapter 9.
1-15		E.8.c. & E.8.d.	1008.h.(3) & 1008.h.(4)	
			1008.h.(5)	Added new para regarding shipment of liquor/alcoholic beverages.
1-15/1-16		E.8.e. thru E.8.g.	1008.h.(6) thru 1008.h.(8)	
1-17		E.9.a. thru E.9.d.	1008.i.(1) thru 1008.i.(4)	
1-17		E.9.e.	1008.i.(5)	Changed Figures 1-6, 1-7, 1-8, & 1-9 to Figures 1-3, 1-4, 1-5, & 1-6, respectively.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
1-17		E.9.f.	1008.i.(6)	
1-17/1-18		E.10.a.	1008.j.(1)	
1-18		E.10.b.	1008.j.(2)	Changed referenced subpara E.9.a.(2) to para 1008.i.
1-18/1-19		E.10.c. thru E.10.i.	1008.j.(3) thru 1008.j.(9)	
1-20		E.11.a.	1008.k.(1)	Changed "JTR" to "JFTR/JTR." Deleted (reference (g)).
1-20		E.11.a.(1)	1008.k.(1)(a)	Added "in accordance with the procedures for NTS" to the last sentence.
1-20		E.11.a.(2)(a)	1008.k.(2)(a) <u>1</u>	
1-20		E.11.a.(2)(b)	1008.k.(2)(a) <u>2</u>	Changed Figure 1-3 to Figure 1-7.
1-20		E.11.b.(1)	1008.k.(2)(a)	
1-20		E.11.b.(2)	1008.k.(2)(b)	Changed Figure 1-4 to Figure 1-8.
1-20		E.11.c.(1)	1008.k.(3)(a)	Changed referenced para E.10.b to para 1008.j. Changed Figure 1-5 to Figure 1-9.
1-20		E.11.c.(1)(a)	1008.k.(3)(a) <u>1</u>	Changed the address for the Finance Center.
1-20/1-21		E.11.c.(1)(b) & E.11.c.(1)(c)	1008.k.(3)(a) <u>2</u> & 1008.k.(3)(a) <u>3</u>	
1-21		E.11.c.(2) thru E.11.c.(6)	1008.k.(3)(b) thru 1008.k.(3)(f)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
1-21		E.12.a.	1008.1.(1)	Changed referenced Chapter 3 to Chapter 7.
1-21		E.12.b.	1008.1.(2)	
1-21		E.13.a.	1008.m.(1)	
1-21		E.13.b.	1008.m.(2)	Changed referenced Chapter 4 to Chapter 8.

## CHAPTER 2

2-1		A.		Deleted.
2-1		A.1. & A.2.	2000	Combined to create new para, "Purpose and Scope."
2-1		A.3. thru A.3.f.	2001. thru 2001.f.	
2-1		A.4. thru A.4.f.	2002. thru 2002.f.	
2-6		B.		Deleted.
2-6		B.1.	2003	
2-6		B.1.a. thru B.1.a.(2)(a)	2003.a.(1) thru 2003.a.(2)(a)	
2-7		B.1.a.(2)(b)	2003.a.(2)(b)	Replaced "annual" with "continuous."
2-7		B.1.a.(3) thru B.1.a.(8)	2003.a.(3) thru 2003.a.(8)	
2-8		B.1.b. & B.1.b.(1)	2004 & 2004.a.	
2-8		B.1.b.(2)	2004.b.	Reworded.

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2-8/2-9		B.1.c. & B.1.d.	2004.c. & 2004.d.  2005	Added new para regarding PPSO actions.
2-2		A.5.a. & A.5.a.(1)	2005.a. & 2005.a.(1)	
2-2		A.5.b.	2005.a.(2)	
2-2		A.5.c.	2005.a.(3)	
2-2		A.6.	2005.b.	
2-2		A.6.a. thru A.6.d.	2005.b.(1) thru 2005.b.(4)	
2-3		A.7.	2006	
2-4		A.9.	2007	
2-4		A.10	2008	Revised to reflect reference to new para numbers.
2-4		A.10.a. thru A.10.d.	2008.a. thru 2008.d.	
2-4		A.11.	2009	Updated.
2-5		A.12.	2010	
2-5		A.13.	2011	
2-6		A.14.	2012	
2-6		A.15.	2013	
2-9		B.2.a.	2014.a.	Combined portion of old paras B.2.a. and B.2.a.(1).



<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-9		B.2.a.(1)	2014.a.(1)	Revised. Extracted in part from old paras B.2.a.(1) and B.2.c.(1).
2-9		B.2.a.(1)	2014.a.(2)	Revised. Established new para for overseas, which was extracted from old paras B.2.a.(1) and B.2.a.(2).
			2014.b.	Established new para, which combined old paras B.2.a.(2) and B.2.b.(2).
2-10		B.2.a.(4)	2014.c.	Revised.
2-10		B.2.b.	2014.d.	Combined with old paras B.2.d. and B.2.d.(1).
2-11		B.2.b.(3)	2014.e.	
2-11		B.2.d.	2014.f.	
2-11		B.2.d.(1)	2014.f.(1)	Revised. Combined last sentence of old para B.2.d.(2).
2-11/2-12		B.2.d.(2)	2014.f.(2)	
2-12		B.2.e.	2014.g.	
2-12		B.2.f.	2014.h.	
2-13		B.2.g.		Deleted as para was applicable to domestic only; therefore, not applicable as RSMOs conduct initial inspection.
2-13		B.2.h.	2014.i.	

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2-13		B.2.a.	2015.a.(1) & 2015.a.(2)	
2-15		B.3.d.	2015.b.	
2-16		B.3.e.	2016	
2-14		B.3.b.	2017	Extracted first and second sentence of old para B.3.b.
2-14		B.3.b.	2017.a.	Established new subsection beginning with the third sentence of old para B.3.b. and the third sentence of old para B.3.b.(3).
2-32/2-33		D.1.e.(1) thru D.1.e.(3)	2017.a.(1) thru 2017.a.(5)	
2-14		B.3.b.(1)	2017.b.	Changed "including" to "excluding." Extracted and combined with new 2017.b., and old paras B.3.b.(2) and B.3.b.(3).
2-15		B.3.c.(1) & B.3.c.(2)	2017.b.(1) & 2017.b.(2)	
2-14		B.3.b.(3)	2017.b.(3)	Extracted first and second sentence of old para B.3.b.(3) to more clearly esta- blish that agent must have a copy of TOS.
2-14		B.3.b.(4)(a) thru B.3.b.(4)(f)	2017.b.(1) thru 2017.b.(6)	
2-34		D.1.f.(1) thru D.1.f.(4)	2018.a. thru 2018.d.	

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2-34		D.1.g.	2019	
2-16		B.4.a. & B.4.b.	2020.a. & 2020.a.(2)(b)	
2-17		B.4.c.	2020.b.	
2-17		B.4.b.	2020.c.	Combined with old paras B.4.d.(1) and B.4.e.
2-17		B.4.d.(2)	2020.d.	
2-17		B.4.f. thru B.4.f.(3)(b)	2021.a. thru 2021.c.(2)	
2-18		C.	2022	
2-18		C.1.a. & C.1.b.		Deleted as they are not applicable to traffic distribution.
			2022.a.	Added new para esta- blishing single "Format" from C.1.c.(5)(f), C.1.e.(2), C.1.f.(1), C.1.f.(2), C.1.m., C.2., C.2.c.(5)(h)(1) and ICERS instruction and combined wording from old paras C.1.c.(1) and C.2.c.(1).
2-19		C.1.d.	2022.b.	
2-20		C.1.e.	2022.c.	
2-29		C.2.c.(5)(k) & C.2.c.(5)(k)(1)	2022.d. & 2022.d.(1)	
2-29/2-30		C.2.c.(5)(k)(2) thru C.2.c.(5)(k)(2)(b)	2022.d.(2)	

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2-30		C.2.c.(5)(k)(3) thru C.2.c.(5)(k)(5)	2022.d.(3) thru 2022.d.(5)	
2-22/2-23		C.2.b. thru C.2.b.(5)	2022.e. thru 2022.e.(5)  2022.f.	Added new para regarding Government Owned Containers.
2-18		C.1.c.	2023	
2-18		C.1.c.(1)		Combined with new para 2022.a.
2-18		C.1.c.(2)	2023.a.	
2-18		C.1.c.(3)	2023.b.	Revised.
2-18		C.1.c.(4)	2023.c.	
2-20		C.1.e.(3)	2023.d.	
2-19		C.1.c.(5) thru C.1.c.(5)(e)	2023.e. thru 2023.e.(6)	
2-19		C.1.c.(6)	2023.f.	
2-20		C.1.e.	2023.g.	
2-20		C.1.e.(1)	2023.h.	
2-20		C.1.f. & C.1.f.(1)	2023.i.	Deleted the words "and Overbooking."
2-21		C.1.f.(2)	2023.j.	Established new para for "Overbooking."
2-21		C.1.f.(2) & C.1.f.(3)	2023.j.(1) & 2023.j.(2)	
2-21/2-22		C.1.g. thru C.1.k.	2023.k. thru 2023.o.	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-22		C.1.1.(1) & C.1.1.(2)		Deleted.
2-23		C.2.c	2024	
2-24		C.2.c.(2)	2024.a.	Revised eighth sentence to conform to the ITGBL Rate Solicitation.
2-24		C.2.c.(3)	2024.b.	
2-28		C.2.c.(5)(i)	2024.b.(1)	Updated first sentence from old para C.2.c.(3)(a).
2-24		C.2.c.(3)(b) thru C.2.c.(3)(d)	2024.b.(2) thru 2024.b.(4)	
2-24		C.2.c.(4)	2024.c.	
2-24/2-25		C.2.c.(4)(a)	2024.c.(1)	Changed the word "are" to "will be." Changed the word "tonnage" to "traffic."
2-25		C.2.c.(4)(b)	2024.c.(2)	
2-25		C.2.c.(4)(b)-1	2024.c.(2)(a) thru 2024.c.(2)(b)	Revised to conform to the ITGBL Rate Solicitation. Deleted old paras C.2.c.(4)(b)-3 and C.2.c.(4)(b)-4.
2-25		C.2.c.(4)(b)-5	2024.c.(2)(d)	
2-25		C.2.c.(4)(c)	2024.c.(3)	
2-26/2-27		C.2.c.(5) thru C.2.c.(5)(f)	2024.d. thru 2024.d.(6)	
2-27		C.2.c.(5)(f)(1) thru C.2.c.(5)(f)(3)	2024.d.(6)(a) thru 2024.d.(6)(c)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-27		C.2.c.(5)(f)(4)		Deleted.
2-28		C.2.c.(5)(h)	2024.d.(7)	
2-28		C.2.c.(5)(h)(1) thru C.2.c.(5)(h)(6)	2024.d.(7)(a) thru 2024.d.(7)(f)	
2-29		C.2.c.(5)(j) thru C.2.c.(5)(j)(4)	2024.d.(8) thru 2024.d.(8)(d)	
2-28		C.2.c.(5)(g)(1) & C.2.c.(5)(g)(2)	2024.d.(9)(a) & 2024.d.(9)(b)	
2-31		D.	2025	
2-46		E.1.		Deleted.
2-46		E.1.a. thru E.1.d.	2025.a. thru 2025.d.	
2-35		D.1.h. thru D.1.h.(2)	2025.e. thru 2025.e.(2)	
2-36		D.1.i.	2025.f.	
2-36		D.2.	2026	Changed title to "Domestic" only.
2-36		D.2.a. thru D.2.c.(4)	2026.a. thru 2026.c.(4)	
2-37		D.2.d.	2026.d.	Changed title to "Carrier Performance Evaluation."
2-37		D.2.d.(1) thru D.2.d.(1)(d)	2026.d.(1) thru 2026.d.(4)	
2-38		D.2.e. thru D.2.e.(6)	2026.e. thru 2026.e.(6)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
			2026.e.(6)(a) & 2026.3.(6)(b)	Added new paras regarding long deliveries and missed RDD.
2-39		D.2.e.(7) & D.2.e.(8)	2026.e.(7) & 2026.e.(8)	
2-39		D.2.f. thru D.2.f.(3)	2026.f. thru 2026.f.(3)	
2-41/2-42/ 2-43/2-44		D.2.g. thru D.2.g.(2)	2026.g. thru 2026.g.(2)	
2-44		D.2.h. thru D.2.h.(4)	2026.h. thru 2026.h.(4)	
2-45		D.3.	2027	Changed title to "International."
2-45		D.3.a. thru D.3.b.(4)	2027.a. thru 2027.b.(4)	
			2028	Added new para.
2-31		D.1.a. thru D.1.c.(2)	2028.a. thru 2028.c.(2)	
2-31		D.1.d. thru D.1.d.(4)	2029 thru 2029.d.(4)	
2-47		E.1.h.	2030	Revised.
2-53		E.2.b.	2030.a.	
2-54		E.3.b. thru E.3.b.(2)	2030.b. thru 2030.b.(2)	
2-48		E.1.i. thru E.1.i.(4)	2031 thru 2031.a.(4)	
2-48		E.1.j.(1) & E.1.j.(2)	2031.a.(4)(a) & 2031.a.(4)(b)	
2-48		E.1.k.(1) & E.1.k.(2)	2031.a.(5)(a) thru 2031.a.(5)(g)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-49		E.1.k.(2)	2031.a.(6)	
2-49		E.1.l. thru E.1.l.(2)	2031.a.(7) thru 2031.a.(7)(b)	
2-53		E.2.a.	2031.b.	
2-54		E.2.c.(1) thru E.2.c.(4)	2031.b.(1) thru 2031.b.(4)	
2-54		E.3.	2031.c.	Change the title and combined with "General" portion. Deleted the heading, "General."
2-55		E.3.c.(1) thru E.3.c.(5)	2031.c.(1) thru 2031.c.(5)	
2-50		E.1.m. thru E.1.m.(4)	2031.d. thru 2031.d.(4)	
2-50		E.1.n. thru E.1.n.(4)	2031.e. thru 2031.e.(4)	
			2032	Added new title, "Disqualification."
2-51		E.1.o. & E.1.p.	2032.a. & 2032.b.	
2-52		E.1.q.	2032.c.	
2-53		E.1.r.(4)	2032.d.	Deleted portions of old para.
			2033	Added new title, "Nonuse."
2-46		E.1.e.	2033.a.	
2-47		E.1.f.	2033.b.	
2-47		E.1.g.	2033.c.	



<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
			2033.d.	Added new title, "Reinstatement from Nonuse."
2-52		E.1.r.(2)(a)	2033.d.(1)	
		&	&	
2-52		E.1.r.(2)(b)	2033.d.(2)	

### CHAPTER 3

2-55		F. TGBL Weighing and Shipment Marking Procedures		Changed into title for new Chapter 3.
			3000	Added new para to establish procedures.
2-55/2-56/ 2-57/2-58		F.1.a. thru F.1.e.	3001.a. thru 3001.e.	
			3001.f.(1)	Added new para to establish criteria.
2-58		F.1.f.(1) & F.1.f.(2)	3001.f.(2) & 3001.f.(3)	
2-58		F.1.f.(3)	3001.f.(4)	Changed Figure 2-21 to Figure 5-4.
2-58/2-59		F.1.g.	3001.g.	Changed Figure 2-11 to Figure 3-1
2-59		F.1.h.	3001.h.	
2-59		F.2.a.	3002.a.	
2-59/2-60		F.2.b.	3002.b.	Changed Figures 2-12 & 2-13 to Figures 3-2, 3-3, & 3-4. Changed Figure 2-14 to Figure 3-5

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-60		F.2.c.	3002.c.	
CHAPTER 4				
2-60		G. The Direct Procurement Method		Changed into title for new Chapter 4.
2-60		1. General		Deleted.
2-60		G.1.a. & G.1.b.	4000	Combined to create new para "Purpose and Scope."
2-60		G.1.c.	4001	Changed referenced para G.2.a. to 4007.
2-61		G.1.d.	4002	
2-61		G.1.e.	4003	Reworded.
2-61		G.1.f.	4004	
2-62		G.1.g.	4005	
2-62		G.1.h.	4006	
2-62		G.2.a.	4007.a.	Deleted reference to Appendix Q.
			4007.a.(1)	Added new para which instructs appropriate forms to use when inspecting shipments.
2-62		G.2.a.(1) & G.2.a.(2)	4007.a.(2) & 4007.a.(3)	
2-62		G.2.b.(1) & G.2.b.(2)	4007.b.(1) & 4007.b.(2)	
2-62		G.2.b.(3)		Deleted.
2-63		G.2.b.(4)	4007.b.(3)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-63		G.2.c. & G.2.d.	4007.c. & 4007.d.	
2-63		G.2.e.	4007.e.	Reworded.
2-64		G.2.f.	4007.f.	

#### CHAPTER 5

2-64		H. Rates, Charges, and Billings		Changed into title for new Chapter 5.
2-64		H.1.	5000	
2-64		H.2.	5001	
2-64/2-65		H.2.a. & H.2.a.(1)	5001.a.	Combined and reworded into new para.
2-65		H.2.b. & H.2.b.(1)	5001.b. & 5001.b.(1)	Changed Figure 2-16 to Figure 5-1
2-65		H.2.b.(2)	5001.b.(2)	
2-65		H.2.c.(1) & H.2.c.(1)(a)	5001.c.(1)	Combined and reworded into new para.
2-65		H.2.c.(2)	5001.c.(2)	Reworded.
2-65		H.2.d.(1)	5001.d.(1)	Reworded.
2-65		H.2.d.(2)	5001.d.(2)	Reworded.
2-66		H.2.e.	5001.e.	Reworded.
2-66		H.2.f.	5001.f.	
2-66		H.3.a. & H.3.a.(1)	5002.a. & 5002.a.(1)	
2-66		H.3.a.(2)	5002.a.(2)	Changed referenced para G.1.d. to 4002.a.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-66		H.3.a.(3) thru H.3.a.(5)	5002.a.(3) thru 5002.a.(5)	
2-66		H.3.b.	5002.b.	
2-67/2-68		H.3.c.(1) thru H.3.c.(5)	5002.c.(1) thru 5002.c.(5)	
2-68		H.4.a.	5003.a.	Reworded.
2-68/2-69		H.4.b. thru H.4.g.	5003.b. thru 5003.g.	
2-69		H.4.h.		Deleted.
2-69/2-70		H.4.i.(1) & H.4.i.(2)	5003.h.(1) & 5003.h.(2)	
2-70		H.4.i.(3)	5003.h.(3)	Changed Figure 2-17 to Figure 5-2.
2-70		H.4.i.(4)	5003.h.(4)	Changed Figure 2-18 to Figure 5-2
2-70		H.4.i.(5) & H.4.i.(6)	5003.h.(5) & 5003.h.(6)	
2-70		H.4.i.(7)	5003.h.(7)	Changed Chapter 7 to Chapter 11.
2-70		H.4.i.(8)	5003.h.(8)	
2-71		H.4.j. thru	5003.i.	
2-71/2-72		H.4.k.	5003.j.	
2-72		H.5.a.	5004.a.	
2-72		H.5.b.(1), H.5.b.(1)(a), & H.5.b.(1)(b)	5004.b.(1), 5004.b.(1)(a), & 5004.b.(1)(b)	
2-72		H.5.b.(1)(c)	5004.b.(1)(c)	Added new sentence at the end of paragraph.
2-72		H.5.b.(2)	5004.b.(2)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-72		H.5.c.	5004.c.	Reworded and expanded.
2-72/2-73		H.5.d.	5004.d.	Reworded and expanded.
2-73/2-74		H.5.e. & H.5.f.	5004.e. & 5004.f.	
2-74		H.6.a.		Deleted.
2-74/2-75		H.6.b.	5005.a.	Reworded and expanded.
2-75		H.6.c.	5005.b.	
2-75/2-76		H.6.d., H.6.d.(1), & H.6.d.(2)	5005.c., 5005.c.(1), & 5005.c.(2)	Reworded.
2-76		H.6.d.(3)		Deleted.
2-76		H.6.d.(4)	5005.c.(3)	
2-76		H.6.e.(1)		Deleted.
2-76		H.6.e.(2)	5005.d.	
2-76		H.6.f.	5005.e.	
2-77		H.6.g.	5005.f.	Deleted references to DD Form 619-1.
2-77		H.6.h.	5005.g.	
2-77		H.6.i.(1)	5005.h.(1)	
2-77		H.6.i.(2)(a)	5005.h.(2)(a)	
2-78		H.6.i.(2)(b)		Deleted.
2-78		H.6.j.	5005.i.	
2-78/2-79		H.7.a. thru H.7.c.	5006.a. thru 5006.c.	
2-79		H.7.d.(1)	5006.d.(1)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-79/2-80		H.7.d.(2)	5006.d.(2)	Changed Figure 2-22 to Figure 5-5.
2-80		H.7.d.(3)	5006.d.(3)	Changed Figure 2-23 to Figure 5-6.
2-80		H.7.d.(4)	5006.d.(4)	
2-80		H.7.e.	5006.e.	Changed Figures 2-22 & 2-23 to Figures 5-5 & 5-6.
2-80		H.7.e.(1) & H.7.e.(2)	5006.e.(1) & 5006.e.(2)	
2-81		H.7.f.	5006.f.	

#### CHAPTER 6

2-81		I. Storage of HHG		Changed to "Storage" and used as title for new Chapter 6.
2-81		I.1.a.	6000.a.	
			6000.b.	Added new para regarding SIT period.
2-81		I.1.b.	6000.c.	
2-81		I.1.c.	6000.d.	
2-81		I.1.d.	6000.e.	Changed DD Form 619-1 to DD Form 619.
2-82		I.1.e.	6000.f.	
2-82		I.1.f.	6000.g..	Changed 1984 to 1991.
2-82		I.1.g.(1) thru I.1.g.(3)	6000.h.(1) thru 6000.h.(3)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
			6000.h.(4)	Added new subpara regarding long deliveries out of SIT.
			6000.h.(5)	Added new subpara regarding partial withdrawals.
2-82		I.2.a.	6001.a.	
2-82/2-83		I.2.b. & I.2.b.(1)	6001.b. & 6001.b.(1)	
2-83		I.2.b.(2)	6001.b.(2)	Changed Figure 2-26 to Figure 6-1.
2-83		I.2.b.(3)	6001.b.(3)	
2-83		I.2.b.(4)	6001.b.(4)	Changed Figure 2-28 to Figure 6-2.
2-83		I.2.b.(5) thru I.2.b.(10)	6001.b.(5) thru 6001.b.(10)	
2-83/2-84		I.2.c.(1) thru I.2.c.(9)	6001.c.(1) thru 6001.c.(9)	
2-84		I.2.d.	6001.d.	Changed Figure 2-5 to Figure 2-3.
2-84		I.2.e.		Deleted.
2-84/2-85		I.3.a. thru I.3.c.	6002.a. thru 6002.c.	
2-85		I.3.d.	6002.d.	
2-85		I.3.d.(1)	6002.d.(1)	Changed Figure 2-5 to Figure 2-3.
2-85		I.3.d.(2)	6002.d.(2)	Changed Figure 1-5 to Figure 1-9.
2-85		I.3.d.(3) & I.3.d.(4)	6002.d.(3) & 6002.d.(4)	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
2-86/2-87		I.3.e. & I.3.f.	6002.e. & 6002.f.	
2-87		I.3.g. thru I.3.g.(2)	6002.g. thru 6002.g.(2)	
2-87		I.3.g.(3)	6002.g.(3)	Change referenced para 1.3.b. to 6001.b.
2-87		I.3.g.(4)	6002.g.(4)	
2-87/2-88		I.4.a. thru I.4.c.	6003.a. thru 6003.c.	
2-88		I.4.d.	6003.d.	Changed Figure 2-27 to Figure 6-4.
			6003.e.	Added new para regarding member preference for contractor.
2-88		I.4.e.(1)	6003.f.(1)	Revised.
2-89		I.4.e.(2) & I.4.e.(3)	6003.f.(2) & 6003.f.(3)	
2-89/2-90/ 2-91/2-92		I.4.f. thru I.4.l.	6003.g. thru 6003.m.	
2-92		I.5.a. thru I.5.e.	6004.a. thru 6004.e.	
2-92/2-93		I.5.f.(1) thru I.5.f.(4)	6004.f.(1) thru 6004.f.(4)	
2-93		I.5.f.(5)	6004.f.(5)	Changed referenced subsection C.4., Chapter 6 to Chapter 10, para 10004.c.
2-93		I.5.g.	6004.g.	
2-93		I.5.h.	6004.h.	



<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
CHAPTER 7				
3-1		A. Mobile Home Traffic		Deleted.
3-1		A.1. General		Deleted.
3-1		A.1.a. & A.1.b.	7000	Combined paras to create new para.
3-1		A.1.c.(1) thru A.1.c.(3)	7001.a. thru 7001.c.	
3-1		A.1.c.(4)	7001.d.	Changed MH pamphlet title to "Mobile Home Pamphlet for Military Members." Deleted reference to pamphlet numbers. Changed Figure 3-2 to Figure 7-1.
3-1/3-2		A.1.c.(5) thru A.1.c.(8)	7001.e. thru 7001.h.	
3-2		A.1.c.(9)	7001.i.	Changed Figure 3-1 to Figure 7-2
3-2		A.1.d.	7002	
3-2/3-3		A.1.e.	7003	
3-3		A.1.f.(1) thru A.1.f.(3)	7004.a. thru 7004.c.	
3-3		A.1.f.(4) & A.1.f.(4)(a)	7004.d. & 7004.d.(1)	Changed Figure 6 to Figure 7-3
3-3		A.1.f.(4)(a)(1)	7004.d.(1)(a)	Added several words to last sentence.
3-3		A.1.f.(4)(a)(2)	7004.d.(1)(b)	
3-3		A.1.f.(4)(b)	7004.d.(2)	Deleted second sentence of para.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
3-3		A.1.f.(4)(c)	7004.d.(3)	
3-3/3-4		A.1.f.(4)(d)	7004.d.(4)	Changed Figure 3-7 to Figure 7-4. Changed referenced Chapter 7 to Chapter 11.
3-4		A.1.f.(4)(e)	7004.d.(5)	
3-4		A.1.f.(4)(f)	7004.d.(6)	Changed Figure 3-3 to Figure 7-5.
3-4		A.1.f.(4)(g) & A.1.r.(4)(h)	7004.d.(7) & 7004.d.(8)	
3-4		A.1.f.(5)	7005	
3-4/3-5		A.2.a. thru A.2.f.	7006.a. thru 7006.f.	
3-5/3-6		A.3.a. thru A.3.c.	7007.a. thru 7007.c.	
3-6		A.3.d.		Deleted.
3-6		B. Shipment Procedures	7008. Shipment Procedures	
3-6		B.1. General		Deleted.
3-6		B.1.a.	7008.a.	
3-6/3-7		B.1.b.(1) & B 1.b.(2)	7008.b.(1) & 7008.b.(2)	
3-7		B.1.b.(3)	7008.b.(3)	Changed referenced Chapter 2, Section H to Chapter 5.
3-7		B.1.c.(1)	7008.c.(1)	
3-7		B.1.c.(2)	7008.c.(2)	Changed Figure 3-9 to Figure 7-6.
3-7/3-8		B.1.d.	7008.d.	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
3-7		B.1.e.(4)		Deleted.
3-8/3-9		B.1.e.(1) thru B.1.e.(3)	7008.e.(1) thru 7008.e.(4)	
3-9		B.1.e.(5)(a) & B.1.e.(5)(b)	7008.e.(5)(a) & 7008.e.(5)(b)	
3-9		B.1.e.(5)(c)	7008.e.(5)(c)	Changed Figure 3-4 to Figure 7-7.
3-9		B.1.f.	7008.f.	
3-9/3-10		B.1.g.	7008.g.	
3-10		B.1.h.	7008.h.	
3-10		B.1.i.(1)	7008.i.(1)	Added the word "only" after mobile in the first sentence.
3-10		B.1.i.(2)	7008.i.(2)	
3-10		B.1.i.(3)	7008.i.(3)	Reworded.
3-10/3-11		B.1.j.(1)	7008.j.(1)	Changed Figure 2-19 to Figure A-8, Appendix A.
3-11		B.1.j.(2)	7008.j.(2)	
3-11		B.1.k.	7008.k.	
3-11		B.1.l.	7008.l.	Reworded.
3-12		B.1.m.	7008.m.	
3-12/3-13		B.2.a. thru B.2.f.	7009.a. thru 7009.f.	
3-13		B.3.a. thru B.3.c.	7010.a. thru 7010.c.	
3-13		C. Quality Control and Carrier Performance		Deleted.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
3-13		C.1. Quality Control Measures	7011. Quality Control	Revised.
3-13/3-14/ 3-15		C.1.a. thru C.1.c.	7011.a. thru 7011.c.	
3-15/3-16		C.2.a. thru C.2.c.	7012.a. thru 7012.c.	
3-16		D. Quality Assurance Procedures		Deleted.
3-16/3-17		D.1.a. thru D.1.c.	7013.a. thru 7013.c.	
3-17		D.2.a. & D.2.b.	7014.a. & 7014.b.	
3-17/3-18		D.2.c.(1) thru D.2.c.(3)	7014.c.(1) & 7014.c.(2)	Deleted subpara (2). Changed "second" in third subpara to "first."
3-18		D.2.d.	7014.d.	
3-18		D.2.e.(1)	7014.e.(1)	
3-18		D.2.e.(2)	7014.e.(2)	Changed referenced para D2e(1) to para 7014.e.(1).
3-19		D.2.e.(3)	7014.e.(3)	
3-19/3-20		D.3.a. thru D.3.d.	7015.a. thru 7015.d.	

#### CHAPTER 8

4-1		A. General		Deleted.
4-1		A.1. & A.2.	8000	Combined and reworded into new para, "Purpose and Scope."

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
4-1		B.1.	8001.a.	
4-1/4-2		B.2.a. thru B.2.h.	8001.b.(1) thru 8001.b.(8)	
4-2		B.2.i.	8001.b.(9)	Changed referenced paras C.3.c and C.3.d. to para 8004.c.
4-2		B.2.j.	8001.b.(10)	
4-2		B.3.	8001.c.	
4-2		B.3.a.	8001.c.(1)	Deleted references h and i.
4-2		B.3.b. thru B.3.d.	8001.c.(2) thru 8001.c.(4)	
4-2		C. Procedures		Deleted.
4-2		C.1.	8002	
4-2/4-3/ 4-4		C.2.a. thru C.2.h.	8003.a. thru 8003.h.	
4-4/4-5		C.3.a. thru C.3.e.	8004.a. thru 8004.e.	
4-5/4-6/ 4-7		C.4.a.(1) thru C.4.a.(8)	8005.a.(1) thru 8005.a.(8)	
			8005.a.(9)	Added new para regarding necessary documentation for person authorized by the member to pickup his/her POV.
4-7		C.4.b.	8006	
4-7		C.4.b.(1)	8006.a.	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
4-7		C.4.b.(2)	8006.b.	Changed Figures 4-1, 4-2, and 4-3 to Figures 8-2, 8-3, and 8-4.
4-7/4-8		C.4.b.(3)	8006.c.	
4-8/4-9		C.4.b.(4) thru C.4.b.(11)	8006.d. thru 8006.k.	
4-9		C.5.a.(1) thru C.5.a.(3)	8007.a.(1) thru 8007.a.(3)	
4-9		C.5.a.(4)	8007.a.(4)	Changed referenced para D.4.e. to para 8016.
4-9		C.5.a.(5)	8007.a.(5)	
4-9/4-10		C.5.b. thru C.5.d.	8007.b. thru 8007.d.	
4-10		D. Documentation		Deleted.
4-10		D.1.	8008	
4-10		D.2.	8009	
4-10/4-11		D.3.a. thru D.3.c.	8010.a. thru 8010.c.	
4-11		D.3.d.	8010.d.	Change referenced subsection D.5. to para 8018.
4-11		D.4.	8011	
4-11/4-12/ 4-13		D.4.a.	8012	deleted reference i from para D.4.a.(1).
4-13		D.4.b.	8013	
4-13		D.4.c.	8014	
4-13		D.4.d.	8015	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
4-13		D.4.e.	8016	
4-13		D.4.f.	8017	
4-13		D.5.	8018	
4-13		D.6.	8019	

#### CHAPTER 9

5-1		A. General	9000. Purpose	Changed heading from "General" to "Purpose."
5-1		B.	9001	
5-1		C.	9002	
5-2		D.	9003	
5-2		E.	9004	
5-2		F. Packing and Shipping Firearms		Deleted.
5-2		F.1.	9005	
5-2/5-3		F.2.	9006	
			9007	Added new para regarding shipments through the U.S. Postal Service.
5-3		G.	9008	

#### CHAPTER 10

6-1		A.1. & A.2.	10000.a.	Combined to form new para.
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<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
6-1		A.2. & A.2.a.	10000.b.	Combined to form new para.
6-1		A.2.b.	10000.b.(1)	Reworded.
6-1/6-2		A.2.c. thru A.2.e	10000.b.(2) thru 10000.b.(4)	
6-2		A.2.f.	10000.b.(5)	Deleted reference i.
6-2		A.2.g.	10000.b.(6)	
6-2		A.2.h.	10000.b.(7)	Revised.
6-2.1		A.3. & A.3.a.	10000.c. & 10000.c.(1)	
6-2.1		A.3.b.	10000.c.(2)	Changed reference para A.2.c. to para 10000.b.(2).
6-3		A.3.c.	10000.c.(3)	Deleted reference i.
6-3		A.3.d.	10000.c.(4)	Changed referenced paras A.2.g. or A.2.h. to paras 10000.b.(6) or 10000.b.(7)
6-3		A.3.e.	10000.c.(5)	
6-3		B. Loss, Damage, and Inconvenience Claims	10001. Loss and Damage	Revised heading.
6-3		B.1.		Deleted.
6-3		B.1.a. & B.1.b.	10001.a.	Combined to create new para, "Purpose and Scope."
6-3		B.1.c.(1) thru B.1.c.(3)	10001.b.(1) thru 10001.b.(3)	
6-3		B.1.c.(4)	10001.b.(4)	Revised.



<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
6-3		B.1.c.(5)	10001.b.(5)	
6-3		B.2. Forms, Reports, and Supporting Documents		Deleted.
6-3		B.2.a.	10001.c.	Changed Figure 6-1 to Figure 10-1.
6-4		B.2.a.(1) thru B.2.a.(4)	10001.c.(1) thru 10001.c.(4)	
6-4		B.2.b.	10001.d.	Changed Figure 6-2 to Figure 10-2.
6-4		B.2.c. & B.2.c.(1)	10001.e. & 10001.e.(1)	
6-4		B.2.c.(2)	10001.e.(2)	Changed Figures 2-20 & 2-21 to Figure 5-5.
6-4		B.2.c.(3) & B.2.c.(4)	10001.e.(3) & 10001.e.(4)	
6-5		B.2.d.(1) & B.2.d.(2)	10001.f.(1) & 10001.f.(2)	
6-5		B.2.d.(3) & B.2.d.(3)(a)	10002	Combined to create new para.
6-5/6-6/ 6-7		B.2.d.(3)(b) & B.2.d.(3)(c)	10002.a. & 10002.b.	
6-7		C. Unusual Occurrence	10003	
6-7		C.1. General		Deleted.
6-7		C.1.a. & C.1.b.	10003.a.	Combined to create new para.
6-7		C.2. Responsi- bilities		Deleted.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
6-7		C.2.a.	10003.b.	Changed reference para C1b to para 10003.a.
6-7/6-8		C.2.a.(1)	10003.b.(1)	Deleted sentence in parenthesis.
6-8		C.2.a.(2)	10003.b.(2)	
6-8		C.2.a.(2)(a) thru C.2.a.(2)(d)	10003.b.(2)(a) thru 10003.b.(2)(d)	
6-8		C.2.a.(2)(e)	10003.b.(2)(e)	Changed referenced para 2(d) to para 10003.b.(2)(d).
6-9		C.2.a.(2)(f)	10003.b.(2)(f)	
6-9/6-10/ 6-11		C.2.a.(3) thru C.2.a.(10)	10003.b.(3) thru 10003.b.(10)	
6-11		C.2.b.	10003.c.	
6-11		C.2.c. & C.2.c.(1)	10003.d. & 10003.d.(1)	
6-11		C.2.c.(2)	10003.d.(2)	Changed referenced para 2a(1) to para 10003.b.(1).
6-11/6-12		C.2.c.(3) thru C.2.c.(6)	10003.d.(3) thru 10003.d.(6)	
6-12		C.2.c.(7), C.2.c.(7)(a), & C.2.c.(7)(b)	10003.d.(7)	Combined old paras to create new para.
6-12		C.2.c.(7)(b)-1 thru C.2.c.(7)(b)-4	10003.d.(7)(a) thru 10003.d.(7)(d)	
6-12/6-13		C.2.d.	10003.e.	
6-13		C.3.	10004	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
6-13		C.3.a.	10004.a.	Changed heading "General" to "Purpose and Scope."
6-13/6-14/ 6-15		C.3.b. thru C.3.d.	10004.b. thru 10004.d.	
6-15		D. & D.1.	10005 & 10005.a.	
6-15		D.1.a.	10005.a.(1)	
6-15		D.1.b.	10005.a.(2)	Changed referenced subsection 6.D.8 to para 10005.i.
6-15		D.2.a.(1) thru D.2.a.(4)	10005.b.(1)(a) thru 10005.b.(1)(d)	
6-15		D.2.a.(5)	10005.b.(1)(e)	Changed referenced subsection D.7. to para 10005.h.
6-16		D.2.b.	10005.b.(2)	
6-16		D.3.	10005.c.	
6-16/6-17		D.4.	10005.d.	Reformatted.
6-17		D.5.	10005.e.	
6-17		D.6. & D.6.a.	10005.f. & 10005.f.(1)	
6-17		D.6.b. & D.6.c.	10005.f.(2) & 10005.f.(3)	Changed ASD(A&L) to OASD(P&L) L/PP.
6-17		D.7. thru D.9	10005.g. thru 10005.i.	
6-18		E.1. & E.2.	10006.a.	Combined to create new para.
6-18		E.3. thru E.5.	10006.b. thru 10006.d.	

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
6-18		F.1. & F.2.	10007.a.	Combined to create new para.
6-19		F.3. Responsi- bilities		Deleted.
6-19		F.3.a.	10007.b.	Reworded heading.
6-19		F.3.a.(1) thru F.3.a.(8)	10007.b.(1) thru 10007.b.(8)	
6-19		F.3.b.	10007.c.	Reworded heading.
6-19/6-20		F.3.b.(1) thru F.3.b.(5)	10007.c.(1) thru 10007.c.(6)	Added new para and reworded remaining paras.
6-20		F.3.c.	10007.d.	Reworded heading.
6-20		F.3.c.(1) & F.3.c.(2)	10007.d.(1) & 10007.d.(2)	
6-20		F.3.c.(3)	10007.d.(3)	Changed referenced paras 4 and 4d to to paras 10007.e. and 10007.i. respectively.
6-20		F.3.c.(4)	10007.d.(4)	
6-20		F.3.c.(5)	10007.d.(5)	Changed referenced para 4d to para 10007.j.
6-20		F.4.	10007.e.	
6-20/6-21/ 6-22/6-23/ 6-24/6-25		F.4.a. thru F.4.c.	10007.f. thru 10007.h.	
			10007.i.(1)	Added new para.
6-25/6-26		F.4.d.(1) thru F.4.d.(3)	10007.i.(2) 10007.i.(4)	Revised.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
6-26/6-27		F.4.e.(1) thru F.4.e.(3)	10007.j.(1) thru 10007.j.(3)	Revised.
<b>CHAPTER 11</b>				
7-1		A. General		Deleted.
7-1		A.1. & A.2.	11000	Combined to create new para, "Purpose and Scope."
7-1		B. Responsi- bilities	11001	
7-1		C. Procedures	11002	
7-1		C.1.	11002.a.	
7-1		C.2.(a)	11002.b.(1)	
7-2		C.2.(b)	11002.b.(2)	Revised old para and added new subparas a and b.
7-2			11002.b.(3)	Added new para.
7-2		C.2.(c) thru C.2.(e)	11002.b.(4) thru 11002.b.(6)	
7-2		C.2.(f)	11002.b.(7)	Changed referenced para (d) to para 11002.b.(5).
7-2		C.3.	11002.c.	
7-2		C.4.(a)	11002.d.(1)	Changed referenced Section B to para 11004.
7-2/7-3		C.4.(b)	11002.d.(2)	
7-3/7-4/ 7-5/7-6/ 7-7/7-8		D.1. thru D.26.a. & b.	11003.a. thru 11003.z.(1) & (2)	
7-8		D.26.c.	11003.z.(3)	Changed to comply with GSA requirement.

<u>Old Page</u>	<u>New Page</u>	<u>Old Paragraph</u>	<u>New Paragraph</u>	<u>Change</u>
7-8/7-9		D.26.d. thru D.26.o.	11003.z.(4) thru 11003.z.(15)	
7-9/7-10/ 7-11		D.27. thru D.40.	11003.aa. thru 11003.nn.	
7-11/7-12/ 7-13		D.1. & D.2.	11004.a. & 11004.b.	
7-13		D.3.	11004.c.	Changed Figure 7-2 to Figure 11-2. Changed referenced Section F to para 11006.
7-13/7-14		D.4.	11004.d.	
7-14/7-15		E.1.a. & E.1.b.	11005.a. & 11005.b.	
7-15/7-16		F.1. thru F.3.	11006.a. thru 11006.c.	
7-16		G.1.	11007.a.	Changed referenced Section F to para 11006.
7-16		G.2.	11007.b.	

## CHAPTER 12

8-1		A.1. & A.2.	12000.a. & 12000.b.	
8-1		B.1. & B.2.	12001.a. & 12001.b.	
8-1		B.3.	12001.c.	Changed Figure 8-1 to Figure 12-1.

# PERSONAL PROPERTY TRAFFIC MANAGEMENT REGULATION

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## DEFINITIONS

1. Accessorial Charge. Any rate or charge stated in a tariff, tender, or solicitation for accessorial services that is in addition to a linehaul rate.
2. Accessorial Service. A service apart from the linehaul transportation incident to the movement of personal property. Examples of accessorial services include packing and containerization, provision of cartons, containers and crates, and extra labor.
3. Administrative Support. Support such as finance and accounting services, personnel administration, mail pickup and delivery, and legal and computer services.
4. Agency Agreement. A legal instrument that defines the terms and scope of the relationship between a carrier and its agent.
5. Agent, Carrier's. A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who or a business enterprise which represents and acts for a motor carrier or freight forwarder and performs its duties under the direction of the carrier pursuant to a preexisting agreement with the carrier, providing for a continuing relationship between them.
  - a. Booking Agent. An agent designated on the letter of intent (LOI) by a carrier as the single point of contact to act in its behalf.
  - b. General Agent. A general agent is a business entity employed as a carrier's representative in a country or specified geographic area. A general agent cannot act as a local agent unless so designated on the carrier's LOI. The carrier, not the general agent, is responsible for all payments, rating filings, and control of shipments.
6. Appliance Servicing. Preparation of household appliances at origin to withstand handling-in transit or in storage and reversal of the process at destination.
7. Area of Operation. A specifically defined geographic area established by a PPSO within an area of responsibility for traffic distribution purposes. Areas of operation are established in response to the specific economic and transportation sectors existing in an area of responsibility to facilitate an efficient working relationship with DOD-approved carriers.
8. Area of Responsibility. A specifically defined geographic area where one military installation has been designated the responsibility for acquisition of transportation, storage, and related services.

9. Attempted Pickup and/or Delivery Charge. The use of labor and/or vehicles to perform pickup or delivery of property at the member's residence, when ordered by the personal property shipping officer (PPSO) and service cannot be performed.

10. Auxiliary Services. The use of labor and/or nonstandard linehaul or delivery vehicles when essential to effect pickups or delivery of shipments when approved in writing by PPSO as the result of the origin or destination being inaccessible by virtue of building design or roadway nonexistence, design, condition, construction, or obstacles.

11. Blue Bark. A code word used to designate a personal property shipment of a deceased member or deceased dependent of a member.

12. Carrier. A business entity that holds appropriate state or federal permits or certificate for the movement of personal property and/or mobile home. Carriers are further defined in the ITGBL program as follows:

a. Primary Carrier. The carrier who establishes the low rate for an incentive traffic channel during the traffic distribution period is the primary carrier. A primary carrier is also referred to as a rate setter.

b. Equalization Carrier. Any carrier meeting the low rate for an incentive traffic channel becomes an equalization carrier. Equalization carriers share the remaining traffic not tendered to the primary carrier.

c. Other Participating Carrier. A carrier that neither sets nor equalizes the low rate but instead files a higher rate is a participating carrier.

13. Carrier Accepted Rate and Certification Printout with Error Listing. A printout derived from rates submitted by carriers during the I/F, I/D, M/T, and L/C filings. This printout is distributed to each carrier on completion of each above filing to show rates which have been evaluated by MTMC for conformance with rate filing policy and procedures. The printout includes a listing of rates accepted and/or rejected for nonconformance with rate filing parameters.

14. Carrier Approval Printout. The carrier approval printout provides the name of the personal property TGBL carriers approved for traffic effective each cycle. This printout is revised each rate cycle to reflect carrier approval by state/rate area and code of service. A separate printout is issued for domestic and international carriers.

15. Carrier, DOD-Approved. Any carrier, as defined above, approved by the Commander, MTMC, for participation in the DOD Personal Property Shipment and Storage Program.

16. Channel Control Listing. A listing which stipulates open and closed rate fields by classes or rates and codes of service for each origin/destination combination for which rates are filed between CONUS and overseas rate areas, intertheater, and intratheater movements.

17. Code/Mode Guide. The Code/Mode Guide provides an analysis of ITGBL rates for every code/mode of service. Details/Instructions on use of this guide are provided in the ITGBL procedures. The Code/Mode Guide is based only on costs; operational considerations or specific service policies may take precedence.

18. Codes of Service. The following are definable types of service under the TGBL method:

a. Domestic Motor Van (Code 1). Movement of household goods in a motor van from origin residence in CONUS to destination residence in CONUS.

b. Domestic Container (Code 2). Movement of household goods in containers from origin residence in CONUS to destination residence in CONUS.

c. International Door-to-Door Container (Code 4). Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to ocean terminal, ocean transportation to port of discharge, and linehaul service to destination residence, all without rehandling of container contents.

d. International Door-to-Door Container Government Ocean Transportation (Code 5). Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to military ocean terminal, the Government provides ocean (MSC) transportation to designated port of discharge, and the carrier provides linehaul service to destination residence, all without rehandling of container contents.

e. International Door-to-Door Air Container (Code 6). Movement of household goods whereby the carrier provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

f. International Land-Water-Land Baggage (Code 7). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

g. International Land-Air-Land Baggage (Code 8). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

h. International Door-to-Door Container - MAC (Code T). Movement of household goods whereby the carrier provides containerization at the origin residence and transportation to the designated MAC terminal. MAC provides terminal services at both origin and destination and air transportation to the designated MAC destination terminal. The carrier provides transportation to the destination residence.

i. International Land-Air (MAC)-Land Baggage (Code J). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at the origin and transportation to the designated MAC terminal. MAC provides terminal services at both origin and destination and air transportation to the designated MAC destination terminal. The carrier provides transportation to destination from MAC terminal and cutting of the banding and opening of the boxes at the destination residence.

19. Common Servicing. The function performed by one DOD component in support of another DOD component for which reimbursement is not required from the component receiving support.

20. Commuting Area. A distance designated by the military services from an origin or destination point (the main gate of an installation or the corporate limits of a city or town) that includes the majority of all shipments serviced.

21. Consolidated Booking Office (CBO). A PPSO, staffed and operated by a single military service, which provides consolidated booking of personal property shipments and selected traffic management functions in support of designated PPSO/PPPO activities within an assigned area of responsibility.

22. Consolidated Personal Property Shipping Office (CPPSO). An activity staffed and operated by one military service in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, nonreimbursable basis.

23. Consolidated Shipment. Multiple shipments belonging to several members, released at the same valuation, and offered at one time for pickup on consecutive days for the movement from one origin area to the same destination or multiple destinations en route to the destination at the most distant shipment.

24. Container. An external shipping conveyance for the movement of personal property. Containers are used in both domestic and international movements. Personal property containers must be weathertight, fitted with at least one door (hinged or removable section), and capable of being handled and transported by existing equipment. Containers must be constructed to conform to minimum dimensional, material, and construction specifications.

25. Continental United States (CONUS). As used in connection with household goods, includes all areas within the United States, excludes Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

26. Contracting Officer. Any individual authorized to execute contracts for use in the DOD Personal Property Shipment and Storage Program on behalf of the Government. The term includes, except as otherwise specified in the contract, any authorized representative of the contracting officer.

27. Controlled and Uncontrolled Country.

a. Controlled Country. A controlled country is an overseas area or country so designated by the Commander, MTMC. After a carrier has received approval from MTMC to serve a controlled country, a carrier shall file an LOI with all PPSOs within the rate areas it desires to serve. Upon receipt of the LOI, the PPSO/RSMO in CONUS shall approve or disapprove the carrier's agent's facilities before acceptance or rejection of the carrier's LOI.

b. Uncontrolled Country. An uncontrolled country is an overseas area or country for which a carrier's agent's facilities need not be approved by the theater commander before approval by the Commander, MTMC.

28. Cost Comparison. An evaluation by the Commander, MTMC, or a PPSO of the relative total through costs of a personal property shipment to select the method and mode of shipment that meets the member's requirements at the lowest overall cost.

29. Cross-Servicing. The function performed by one DOD component in support of another DOD component for which reimbursement is required from the component receiving support.

30. Customs Territory of the United States (CTUS). The 50 states, the District of Columbia, and Puerto Rico.

31. Destination Point. City or installation shown in the destination block on the Personal Property Government Bill of Lading.

32. Direct Procurement Method (DPM). A method of shipment in which the Government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements or by the use of Government facilities and personnel.

33. DPM Commercial Air Solicitation. A solicitation standardizing services performed by commercial air freight forwarders/carriers and centralizing receipt and processing of rates by MTPP-C for movement of crated household goods and unaccompanied baggage worldwide.

34. Disqualification. Action taken by Commander, MTMC, which results in the exclusion of a carrier or storage firm from participation in the DOD Personal Property Shipment and Storage Program at one or more installations for a definite or indefinite period of time.

35. Diversión. A change in the original destination of an en route personal property shipment. A change in the destination of a shipment not in storage-in-transit (SIT) to a new destination more than 30 miles from the original destination point. Shipments requiring further over ocean transportation shall be terminated and reshipped.

36. Do-It-Yourself (DITY) Moves. An option for moving personal property available to military members in receipt of PCS, separation, retirement, or TDY orders.

37. Filing Deadlines. Specified times announced by HQMTMC during which ITGBL rates and other data must be filed.

38. Filing Criteria - Class 1, 2, and 3 Rates (ITGBL). The maximum and minimum dollar per hundredweight amount allowable for rate submissions filed during the I/F filing period.

39. Final Delivery Point. Place at which carrier surrenders possession of property to the owner or owner's agent and no further transportation or services are required under the Personal Property Government Bill of Lading.

40. Fire Division. A divisional partition, wall, floor, or ceiling that has a minimum 1-hour fire resistance rating which sets apart an area from other areas of a building.

41. Fire Protection System.

a. Supervised. A sprinkler or fire detection and reporting system that, when activated, causes a signal at some continuously monitored location. The signal should cause prompt response by a fire department.

b. Unsupervised. A sprinkler or fire detection and reporting system that, when activated, causes an alarm to sound within the vicinity of the building. This type of system depends upon someone in the area to report the alarm to a fire department.

42. Government Bill of Lading Office Code (GBLOC). A four-letter alpha code that identifies the installation or activity responsible for shipments moving under Government bills of lading. GBLOCs are used for internal accounting purposes and for the distribution of information to the installations or activities. The proponent for issuance is the Commander, MTMC, ATTN: MTPP-M, 5611 Columbia Pike, Falls Church, Virginia 22041-5050.

43. Government Storage Warehouse. Government-owned or leased facility used for storing household goods shipment.

44. Gross Weight. The aggregate weight of all articles plus necessary packing materials and shipping containers.

45. Hazardous Material. Any material having one or more hazardous characteristics. Hazardous materials are classified according to the greatest hazard present. For the purpose of this Regulation, categories of hazardous materials are defined as follows:

a. Combustible Liquid. Any chemical compound or mixture containing an explosive composition that ignites spontaneously or undergoes a marked decomposition when subjected to heat.

b. Corrosive Liquid. Any material that causes visible destruction or irreversible alteration in human skin tissue on contact or in case of leakage from its package, a liquid that has a severe corrosion rate on other materials.

c. Explosive. Any chemical compound, mixture, or device of which the primary or common purpose is to function by explosion, that is, with substantially instantaneous release of gas or heat.

d. Flammable. Any solid or liquid material other than one classified as an explosive that, under conditions incident to transportation, is liable to cause fires through friction or spontaneous chemical change, yields fumes that stimulate the combustion of organic matter or that can be ignited readily, and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.

e. Gas, Compressed. A cylinder charged with compressed gas.

46. Household Goods. Furniture, furnishings, boats, or equipment; clothing; baggage; personal effects; professional books, papers, and equipment; and all other personal property associated with the home and person, as defined in the Joint Federal Travel Regulations (JFTR).

47. Individual Rate Tender (IRT). An IRT is a voluntary submission of rates and charges based on a percentage of the HHG Domestic Rate Solicitation. Carriers may file percentages above, below, or equal to baseline rates established in the Rate Solicitation. IRTs are filed in the format of MTHQ Form 43, "Uniform Tender of Rates and/or Charges for CONUS Transportation Service (DOD/USCG Sponsored Household Goods)."

48. Interchange. A kind of interline that involves the exchange of equipment.

49. Interline. The practice whereby a carrier transfers a shipment to another carrier at a point of joint service for delivery or further movement.



50. International Air Carrier. Any carrier using aircraft, operating as a common carrier for compensation or hire and transporting persons or personal property between a point in CONUS and a point outside CONUS, between one theater and another theater (intertheater), or between points in the same theater (intratheater) but not intracountry.

51. International Air Terminal. An airport or air facility affording carriers in interstate or foreign commerce entry and exit privileges to and from the United States and having available a duly authorized U.S. Customs official.

52. Interstate Shipment. Any personal property shipment originating in a state or the District of Columbia and destined for another state or the District of Columbia (moves within the District of Columbia are local moves and do not fit the intra or interstate categories). Shipments having an origin and destination within a state but cross over through another state during movement are also classified as interstate shipments.

53. Intertheater Movement. Movement of personal property from an origin point in one overseas theater to a destination point in another overseas theater. Movements to or from CONUS are not considered intertheater.

54. Intrastate Rate Abstract. An abstract of rates showing all I/D filing submissions forwarded to the PPSOs for carriers to use in determining what Rate Adjustment Tenders will be filed. The rate abstract is posted in a location convenient for the carriers for a period of not less than seven (7) calendar days prior to the Rate Adjustment filing periods.

55. Intrastate Shipment. Any personal property shipment originating in a state destined for the same state and transiting only that state.

56. Intratheater Movement. Movement of personal property from an origin point in an overseas theater to a destination point in the same overseas theater.

57. Item (or article). The terms item and article used in the Regulation shall be interchangeable. Each shipping piece or package and the contents thereof shall constitute one item. For determining liability for items, the total weight of the item shall be utilized.

58. Kilogram. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.

59. Kilometer. One kilometer is equal to 3,280.8 feet or 0.62137 mile. To convert kilometers into miles, multiply the number of kilometers by a 0.62137 factor. To convert miles into kilometers, multiply the number of miles by a 1.609 factor.

60. Joint Carriage Agreement. An agreement entered into by two or more carriers in which conditions or arrangements have been made to interline shipments at points to and from which carriers are authorized to serve.

61. Joint Carriage Tender. A Tender of Service (Appendix A) submitted by a carrier jointly with another carrier or other carriers for approval by Commander, MTMC.

62. Joint Personal Property Shipping Office (JPPSO). A JPPSO is an activity staffed and operated by members from two or more military services, in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, nonreimbursable basis.

63. Letter of Intent (LOI). A standard format letter submitted by carriers acknowledging a carrier's intent to do business at an installation. For ITGBL, a carrier must submit an LOI at all installations with the rate area. An LOI must contain codes of service, areas of responsibility serviced, and agent representation.

64. LOI Verification List. The LOI verification list provides the names of carriers which have rates on file within a PPSO's area of responsibility. This information is provided to the PPSOs each cycle for the purpose of verifying that all carriers listed have a valid LOI on file at their installation.

65. Local Moves (Drayage). Local moves within the PPSO's area of responsibility which are procured by the PPSO under the Packing and Crating Contract. Carriers must determine applicable procedures for participation in this traffic at each installation.

66. Lot. Those household goods placed in storage at Government expense and covered by one service order.

67. Magnetic Tape. A magnetic tape is used for a voluntary submission of rates and charges. All input data must be received from the carrier or designated automated data processing firm on magnetic tape and in a prescribed format.

68. Maximum Filing Criteria (ITGBL). The maximum dollar hundredweight amount established for I/F Class 1 or M/T Class 2 and 3 rate filings. The amount is added to establish low rates on file to obtain a maximum allowable rate submission per traffic channel. Rates filed above the maximum filing criteria are computer-rejected and removed from the system.

69. Maximum Packing Charge (MAXPAK). A maximum monetary limit on the total charge for packing and unpacking services, including the use of packing materials, for domestic shipments moving on segmented rates regardless of the total charges that would have resulted from the addition of the regular packing unit charges.

70. Member. The military or civilian employee of the Department of Defense or an individual sponsored by the Department of Defense for whom services are being provided at Government expense.

71. Military Airlift Command (MAC). The single DOD operating agency responsible for providing DOD airlift service.

72. Military Airlift Policy. The DOD policy states that MAC should be used in preference to modes utilizing commercial over-ocean air for service in every instance where it can meet delivery requirements. PPSOs must coordinate with air clearance authorities as required by MILSTAMP when considering shipments via MAC. The same policy applies to intratheater shipments where rates are available. Questions concerning this policy should be addressed to the appropriate MTMC area command or overseas component.

73. Military Basic Tenders (MBTs). A tender issued by a rate publishing association, bureau, or individual carrier which contains uniform provisions, rules, and/or regulations governing the application of the rates and charges for accessorial services. The contents of these tenders have been incorporated into the Rate Solicitation. Carrier participation in individual carrier/association/bureau/conference Military Basic Tenders is no longer required. Tenders submitted to MTMC will be returned to the sender without action or acceptance by MTMC.

74. Military Sealift Command (MSC). The single DOD operating agency responsible for providing DOD sealift service.

75. Military Traffic Management Command (MTMC). The single DOD operating agency responsible for military traffic management, land transportation, and common-user ocean terminals.

76. Mobile Home. A house trailer serving as a permanent home, consisting of a single or double unit designed for secondary movements.

77. Net Weight. The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

78. Nontemporary Storage. The term applied to the service for the long-term storage, other than storage-in-transit, of personal property at owner's or Government's expense.

79. One-Time-Only (OTO) Rates. Rates solicited by MTMC from individual carriers for the one-time movement of personal property.

80. Operation COHORT. Operation COHORT is another name given to U.S. Army volume movements between CONUS and overseas units. Any special requirements such as pickup, movement on the same vessel, and delivery en masse will be contained in the solicitation.

81. Ordering Officer. The contracting officer of a designated using activity or an individual appointed by the contracting officer who is authorized to issue service orders under a BOA for storage of household goods and related services.

82. Origin Installation. Military installation or activity with a PPSO which controls and issues Personal Property Government Bills of Lading for personal property shipments.

83. Overall Costs. The sum of all costs that are known or that can be estimated reasonably in connection with the movement of personal property. Overall cost is not limited to transportation costs. Principal elements that make up the overall cost of a shipment include, but are not limited to, administrative costs, estimated transportation costs (i.e., packing, drayage, storage, and temporary lodging allowance (TLA) expenses). The overall cost is used in selecting the method and mode of shipment to be used once the member's requirements have been established.

84. Overseas Theater. An overseas area which is composed of those elements of one or more of the Armed Services, designated to operate in a specific geographical area, i.e., the Pacific, European, Southern, or other command.

85. Packing Carton. Packing carton used for packing items requiring additional protection prior to placing inside shipping container.

86. Personal Property. Household goods, unaccompanied baggage, POVs, and mobile homes as defined in the JFTR.

87. Personal Property Processing Office (PPPO). An activity designated to provide a local point of contact for members for counseling and processing of applications and to forward completed applications to the responsible PPSO, CBO/CBA, CPPSO, or JPPSO. Additionally, a PPPO supported by a CBO/CBA may be assigned specific inbound functions such as quality assurance and claims functions when deemed appropriate by the responsible military service.

88. Personal Property Shipping Office (PPSO). An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services. PPSOs may provide traffic management support for PPPOs with the assigned area or be supported for specific functions by a CBO/CBA, as applicable. Support is provided on a common service, nonreimbursable basis.

89. Personal Property Shipping Officer. The military or civilian employee of the Government designated by the appropriate authority to perform assigned personal property traffic management functions at an installation or activity, regardless of whether or not that is the organization title of the individual.

90. POV Processing/Port Hold-Time. The time, beginning with the day the POV is turned in, involved for the processing, booking, documentation, staging, container stuffing, and hold-time to next available sailing that will allow the POV to arrive at destination earliest.

91. Pickup Point. The specific location where the carrier takes possession of personal property for shipment.

92. Point of Diversion. The location of the shipment when orders are given to the carrier to change the destination point.

93. Port of Embarkation/Debarcation.

a. Ocean (WPOE/WPOD). Includes dock, wharf, pier, or berth at which cargo is loaded aboard a ship or is discharged from a ship, including the carrier's port terminal facility or warehouse serving the port.

b. Aerial (APOE/APOD). Includes MAC facilities for loading, unloading, and handling of shipments, including the carrier's port terminal facility or warehouses serving the port.

c. Routing. Aerial and water ports designated in the International Personal Property Rate Solicitation for Codes 5, T, and J are those ports in effect on the date that the cycle solicitation was issued and are used by carriers to set rates. These ports will not be used for routing purposes. Code 5 shipments will be routed in accordance with MILSTAMP, DOD 4500.32-R. Code T and J are routed to/from specific aerial ports identified in Items 1301 and 1302 of the International Personal Property Rate Solicitation. Codes 5, T, and J shipments transiting ports other than those indicated in the Port Designators are subject to Item 1304, Chapter XIII, Use of Alternate Ports of the International Personal Property Rate Solicitation.

94. Public File. A depository of personal property official rates and information made available to the public for reviewing and copying. This file is located in the Nassif Building, 5611 Columbia Pike, Falls Church, Virginia 22041-5050. Carrier should contact MTPP-CI for location and appointment prior to visit.

95. Rate Area. An area is generally defined as each of the states and the District of Columbia in the continental United States (CONUS) and a country/U.S. possession, or other such description in the overseas area. However, individual states and countries may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate service and rate computations in the ITGBL program.

96. Rate.

a. Area-to-Area Rate. The rate that applies from any point within a single geographic area to any point within another single geographic area. A rate area is general defined as each of the states and the District of Columbia in CONUS and a country, U.S. possession, or other such description overseas. Individual states, countries, and possessions, however, may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate rate computations.

b. Consolidated Shipment Rate. A single linehaul rate applicable to the total weight of two or more separate shipments from an origin area to a destination area or to intermediate points on a direct route to the final destination.

c. Dual Rates or Duality. A term used to describe the filing of two or more rates by a carrier that apply from the same origin to the same destination in the same code of service.

d. ITGBL Rates.

(1) Class 1 Rates. Class 1 rates are competitive filings wherein 100 percent of the traffic for each designated traffic channel is awarded to the carrier setting the low rate during the I/F. There is no opportunity to refile or equalize rates during the M/T filing. Rates filed above the maximum criteria are computer-rejected and removed from the system.

(2) Class 2 Rates. Class 2 rates are competitive filings in that carriers which establish the low rate during the I/F are awarded a prescribed percentage of tonnage within each individual channel. Carriers not establishing low rates during the I/F are permitted to adjust rates during the M/T filing to participate in residual traffic not allocated to the primary carriers. Rates filed above the maximum criteria are computer-rejected and removed from the system during the M/T filing.

(3) Class 3 Rates. Class 3 rates, although containing certain competitive aspects and therefore subject to competitive procedure, are generally considered noncompetitive filings because all carriers who equalize the low rate share traffic equally with those carriers establishing the low rate. Carriers must file rates during the I/F. The carriers may also elect to equalize the low rates during the M/T filing or elect to file any rate between the established low rate and that rate filed by that carrier in the I/F cycle. Rates beyond the maximum criteria are computer-rejected and removed from the system.

e. Incentive Rates. Rates for movement of DOD-sponsored HHG/UB acquired through a filing procedure which offers incentive tonnage for carriers which submit lower rates. Carriers which establish the low rate are offered a designated share of traffic for a given ITGBL traffic channel.

f. **Industrial Fund Rate.** A rate charged to a military service by one of the military transportation operating agencies (MAC, MSC, or MTMC) that reimburses that agency for costs associated with providing Government transportation or port-handling services on DOD-sponsored personal property shipments.

g. **Me-Too Rate.** A rate filed by a competing carrier that is equal to a rate established by another carrier.

h. **Nonincentive Rates.** Rates for movement of DOD-sponsored HHG/UB solicited for areas where traffic is share equally by the rate setter and all carriers equalizing the low rate.

i. **One-Time-Only (OTO) Rate.** A special ITGBL rate solicited by Commander, MTMC, at the request of a PPSO, for movement of a shipment over a specific origin-destination channel for which rates are not provided in the ITGBL volume rate printout.

j. **Section 10721 Rate.** A rate governed by Section 10721 of the Interstate Commerce Act that permits carriers to offer free or reduced rates for transportation service to Federal, state, or local Governments and to certain other public interest organizations.

k. **Segmented Rate.** A composite rate derived from the addition of several separate charges for services required to complete a domestic move. The segmented cost elements may include charges for linehaul transportation, packing or unpacking, additional transportation, a fixed shipment cost, appliance servicing, and other accessorial services normally associated with a domestic move.

l. **Single-Factor Rate (SFR).** A single rate that combines charges for all services, except some accessorial services, associated with the movement of a shipment.

m. **Volume Move Rate.** A special rate negotiated by Commander, MTMC, for movement of a large number of DOD-sponsored shipments from one specific origin to one specific destination.

97. **Rate Cancellation Messages (ITGBL).** Messages dispatched by MTMC to all shipping offices twice during each rate cycle. These messages cancel existing rates at the installation and should be posted on a timely basis in order to ensure that a shipment is not tendered to a carrier without an effective rate on file.

98. **Rate Cycles.** A 6-month period of time during which rates filed by carriers are effective. Normal rate cycles begin May 1 and November 1 for domestic traffic and April 1 and October 1 for international traffic.

99. Rate Solicitation.

a. Household Goods Domestic Rate Solicitation. An acquisition procedure for the solicitation of rates for domestic shipments of DOD household goods that requires the submission of individual rate tenders by individual carriers through independent action. The Government solicitation contains terms, conditions, baseline rates, and other charges.

b. International TGBL Rate Solicitation. An acquisition procedure for the solicitation of both incentive and nonincentive rates for movement of HHG and UB between CONUS and the overseas rate areas.

c. Mobile Home Rate Solicitation. The rules and regulations governing the movement of mobile homes.

100. Rate Volume. The numeric designation assigned to the compiled ITGBL and domestic mechanized rates filed with MTMC, which is effective for a specified rate cycle.

101. Regional Storage Management Office. An office designated by Commander, MTMC, to perform contract administration for the DOD Personal Property Shipment and Storage Program within an assigned geographic area.

102. Regular Working Hours. Regular working hours include the days Monday through Friday between the hours of 8 a.m. and 5 p.m. and exclude all other hours of the day, days of the week, and officially declared foreign national, U.S. National, or state holidays and during any hour on Good Friday when service is rendered on that day in New York City and the New York Counties of Dutchess, Erie, Genessee, Livingston, Monroe, Nassau, Niagara, Orange, Ontario, Orleans, Putnam, Suffolk, Ulster, Wayne, Westchester, and Wyoming.

103. Requalification. An action that results in the renewed offering of DOD personal property traffic to a carrier or storage firm that had been disqualified. A carrier may be requalified only by headquarters, MTMC.

104. Required Delivery Date (RDD). A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property for delivery to the member or member's agent at destination. If the RDD falls on a Saturday; Sunday; Foreign National, U.S. National, or state holiday, the RDD will be the following working day.

105. Requirements. The principal elements considered in determining the method and mode for a member's shipment. Such elements include, but are not limited to, required reporting date at the new duty station, TDY assignments en route, and housing availability.

106. Satisfactory Service. Performance that meets the moving, handling, and storage standards established herein, the provisions of applicable tenders of service, and all applicable contractual requirements.



107. Selected Rate List (ITGBL). A listing of rates derived from carrier's I/F submission which may be erroneous and are highlighted for careful review.

108. Shipment. Property made available by one shipper to the carrier for loading at one time, at one place of origin, for one consignee, and at one destination.

109. Shipping Container. External container, crate, tri-wall, bi-wall, or other Government-approved container into which individual articles and/or packing cartons are placed.

110. Standard Carrier Alpha Code (SCAC). A four-digit alpha code assigned to each carrier by the National Motor Freight Traffic Association to identify that carrier in the various procedures and documents used in the DOD Personal Property Shipment and Storage Program.

111. Standard Point Location Code (SPLC). A standard point location code consisting of alphanumeric characters, which is assigned to each rate area for the purpose of geographical accounting.

112. Storage.

a. Temporary Storage. Storage in connection with a linehaul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. Nontemporary Storage. Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a BOA (Appendix H) entered into by the storage firm and the Government.

113. Supporting Documentation. Documentation requiring carrier certification and submission to MTMC by established deadlines provided in each cycle solicitation letter.

114. Suspension. An action taken by a PPSO to temporarily halt distribution of personal property shipments to an agent or carrier serving a specific installation.

115. Tariff. A publication containing rules, regulations, services, rates, and charges for personal property shipments for general public (commercial) use, as well as for Government use. Tariffs are issued by individual carriers, rate tariff bureaus, associations, or conferences and are filed with the ICC or other regulatory body. Tariffs shall bear an ICC or Federal Maritime Commission (FMC) number for interstate or international application or a public utilities or service commission for intrastate application.

116. Tender. A document providing quotations to the Government based on special rules, regulations, rates, and charges applicable to personal property shipments. A tender issued by or for a regulated carrier shall be based on an ICC or other regulatory body operation authority or permit. The types of tenders are as follows.

a. Basic Tender. A complete rate or regulatory issuance by an individual carrier or rate-publishing association, bureau, or conference. A basic tender provides rates or charges to the Government that are lower in overall application than counterpart commercial tariffs, as well as uniform rules, regulations, and charges for accessorial services. Individual basic tenders are exclusively for the account of the publishing carrier, bureau, association, or conference. Basic tenders are published for the account of member carriers.

b. Individual Carrier Rate Tender. An independent tender issued by a carrier that offers special provisions or reduced rates and charges that are lower in overall application than those provided in the carrier's basic tender.

c. Manual Rate Tender (MRT). A term used to describe the issuing format of basic or independent carrier tenders. Manual rate tenders normally are associated with the domestic program but are also used for the submission of ITGBL rates to satisfy unique situations such as one-time-only and volume moves.

117. Through Government Bill of Lading (TGBL). A single PPGBL issued to a commercial carrier to acquire transportation and related services for a shipment of household goods from origin to destination.

a. Domestic TGBL. The movement of personal property from one point in CONUS to another point in CONUS by use of a DOD-approved common carrier. The carrier is responsible for arranging or performing all required services incident to movement. Such services include the preparation of an inventory, packing, appliance servicing, pickup at origin (residence or storage) location, linehaul transportation, SIT, delivery, and unpacking.

b. International TGBL (ITGBL). The movement of personal property between CONUS and an overseas point, between a point in one theater and a point in another theater (intertheater), or between points in the same theater (intratheater) by use of a DOD-approved carrier. The carrier shall arrange or perform all required services incident to movement. Usually, an SFR (in dollars per hundredweight) is submitted by the carrier to the Government before shipment and covers all charges relating to the shipments, except accessorial charges. The carrier's responsibility begins once the shipment is accepted at origin and ends upon delivery at destination.

118. Traffic Channels. A rate area to rate area movement of ITGBL HHG or UB under a single code of service; for example, Wisconsin to Italy under Code 4 or to Okinawa under Code J. Traffic channels for domestic movements are between area of responsibility and state.

119. Traffic Distribution Period. A 6-month period during which traffic is tendered. The normal traffic distribution periods are October 1 through March 31 and April 1 through September 30 for ITGBL traffic and May 1 through October 31 and November 1 through April 30 for domestic traffic.

120. Traffic Management. Development, coordination, and supervision of DOD-wide programs, procedures, reports, standards, and criteria governing the acquisition of services required to move, store, and handle personal property. It does not include policies and procedures of the program in the following areas: funding, staffing, accounting, disbursing, and claims settlement.

121. Transit Times. The minimum time established for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays, Sundays, and holidays are counted as part of the transit time.

122. Transportation Control Movement Document (TCMD), DD Form 1384. A form used to control the movement of property while in the Defense Transportation System (DTS) and performs functions similar to a bill of lading in the commercial transportation system.

123. Undercarriage or Chassis. The portion of the undercarrying part of the mobile home which comprises the frame, hitch, suspension, shackle bolts, axle, wheels, tires, tubes, and parts thereof.

124. Underlying Purchase Transportation. Transportation services purchased by an ITGBL carrier from other common carriers that act as subagents in performing services for the ITGBL carrier.

125. Using Activity. A designated activity that has been authorized by a contracting officer to issue service orders for the storage of household goods and that has been included on a list of authorized activities furnished to the contractor.

126. Valid Receipt. A receipt consisting of the name of the establishment, address/location, date(s) of repair/replacement performed, cost of labor, and/or material listed separately, signature(s) of parties actually accomplishing the repair/replacement, and the signature of the parties receiving the services.

127. Volume Rate Printout. A computer printout prepared by Commander, MTMC, that lists MTMC-accepted mechanized rates applicable for each traffic distribution period.

## GLOSSARY OF ABBREVIATIONS

ACA	Air Clearance Authority
APOD	aerial port of debarkation
APOE	aerial port of embarkation
OASD (P&L)	Office of the Assistant Secretary of Defense (Plans & Logistics)
ATF	Alcohol, Tobacco, and Firearms (Bureau of)
BOA	Basic Ordering Agreement
CAB	Civil Aeronautics Board
CBA	Centralized Booking Agency
CBO	Consolidation Booking Office
CERS	Carrier Evaluation and Reporting System
CONS	consumable items
CFAC	common financial and administrative control
CONUS	continental United States
CPPSO	consolidated personal property shipping office
CTUS	customs territory of the United States
CU	cube
CWT	hundredweight
DDD	desired delivery date
DISCON	Discrepancy in Shipment Confirmation
DISREP	Discrepancy in Shipment Report
DITY	do-it-yourself (moves)
DOD	Department of Defense

GLOSSARY OF ABBREVIATIONS (continued)

DODAAD	Department of Defense Activity Address Directory
DPM	direct procurement method
DTS	Defense Transportation System
EPA	Environmental Protection Agency
ETA	estimated time of arrival
FAR	Federal Acquisition Regulation
FMC	Federal Maritime Commission
GBL	Government bill of lading
GBLOC	Government bill of lading office code
G&MRT	Government and military rate of tender
GRT	Government rate tender
GSA	General Services Administration
HHG	household goods
ICC	Interstate Commerce Commission
IRT	individual rate tender
I/D	increase/decrease
ITGBL	international through Government bill of lading
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JPPSO	joint personal property shipping office
LOI	letter of intent
MAC	Military Airlift Command
MAJCOM	major command

GLOSSARY OF ABBREVIATIONS (continued)

MARS	Military Affiliate Radio System
MAXPAK	maximum packing (rate)
MBT	military basic tender
MDC	movement designator code
M&GRT	military and Government rate tender
MOT	military ocean terminal
MOTO	mobile home one-time-only
MRT	military rate tender
MSC	Military Sealift Command
M/T	measurement ton
MTMC	Military Traffic Management Command
NCWT	net hundredweight
NTS	nontemporary storage
OCCA	ocean cargo clearance authority
OTO	one-time-only
PB	professional books
PBP&E	professional books, papers, and equipment
PCS	permanent change of station
PE	professional equipment
POD	port of debarkation
POE	port of embarkation
POF	privately-owned firearms
POV	privately-owned vehicles

GLOSSARY OF ABBREVIATIONS (continued)

PP	professional papers
PPCIG	Personal Property Consignment Instruction Guide (Worldwide)
PPGBL	Personal Property Government Bill of Lading
PPTMR	Personal Property Traffic Management Regulation (DOD 4500.34R)
PPPO	personal property processing office
PPSO	personal property shipping office
PSI	pounds per square inch
RDD	required delivery date
RSMO	regional storage management office
SCAC	standard carrier alpha code
SFR	single factor rate
SIT	storage-in-transit
SJA	Staff Judge Advocate
SSN	social security number
SSCO	shipper service control office
TAC	transportation account code
TCMD	Transportation Control and Movement Document
TCN	transportation control number
TDR	traffic distribution record
TDY	temporary duty
TGBL	through Government bill of lading
UB	unaccompanied baggage
USEUCOM	U.S. European Command

GLOSSARY OF ABBREVIATIONS (continued)

WPOD	water port of debarkation
WPOE	water port of embarkation
WTCA	Water Terminal Clearance Authority



## CHAPTER 1

### POLICY AND RESPONSIBILITIES

1000. Purpose. This regulation prescribes traffic management procedures for the movement and storage of HHG, UB, mobile homes, POVs, and POFs. Its provisions do not apply to the administration or interpretation of entitlements, the shipment or storage of personal property for civilian personnel under the commuted rate system, the shipment of mobile homes under the mileage allowance system, or shipments under the DITY program.

1001. Policy. It is DOD policy that:

a. Quality service to the member is given primary emphasis in implementation and management of the DOD Personal Property Shipment and Storage Program (DOD Directive 4500.34-R).

b. The PPSO shall determine requirements of the member on an individual shipment basis and select, within program guidelines, the method (that is, TGBL, DPM and the mode (such as air or surface)) meeting the needs of the member at the lowest overall cost to the Government.

c. Shipments of personal property shall be assigned to those carriers meeting the standards of satisfactory service at the lowest overall cost to the Government.

d. Military air and ocean transportation resources under the control of MAC or MSC shall be used to the maximum extent practicable.

e. Consideration shall be given to socially and economically disadvantaged carriers. In compliance with E.O. 11625 (reference (a)) and in consonance with DOD policy to increase the involvement of disadvantaged business concerns, full consideration shall be given to promoting participation of socially and economically disadvantaged carriers (hereinafter "disadvantaged carriers") in the movement of personal property. "Disadvantaged business concern" is defined by reference (a) and 15 U.S.C. 631 (reference (b)). DOD Components shall ensure that such carriers are used to the maximum extent practicable within legal and regulatory constraints.

f. TGBL carriers shall possess appropriate authority from a Federal or State regulatory body and shall be approved for participation in DOD traffic by Headquarters, MTMC. This authority shall include the following:

(1) Domestic TGBL Carriers.

(a) Surface Interstate. Carriers engaged in interstate surface transportation shall have a certificate of public convenience and necessity, or a permit in the case of a regulated freight forwarder, issued by the ICC.

(b) Surface Intrastate. Carriers engaged in surface intrastate transportation shall have a certificate or permit issued by the appropriate State regulatory body when required by State law.

(2) ITGBL Carriers. ITGBL carriers are those carriers approved by Headquarters, MTMC, for international traffic. Additional carriers may be approved by Headquarters, MTMC, provided the carriers that are engaged in surface transportation have a permit issued by the ICC authorizing export and import of used HHG and UB.

(3) Agents and Storage Firms. Agents and storage firms shall have the following:

(a) Appropriate ICC or State regulatory body authority when required by such agencies.

(b) Evidence of satisfactory equipment and facilities, including compliance with established fire standards. The facilities and equipment also must meet DOD specifications as prescribed by the Headquarters, MTMC.

g. The movement of HHG by air is subject to the following considerations:

(1) HHG of DOD personnel shall be airlifted by the MAC or commercial air carriers to and from those areas where surface transportation service is lacking or inadequate. Such areas are designated "hard-lift" areas by the military service headquarters and are identified in most service regulations and the PPCIG.

(2) HHG originating from and destined to other than hardlift areas may be shipped by the MAC only when available surface transportation services will not meet the essential delivery requirements of the member.

(3) Commercial airlift acquired directly or as part of an ITGBL shipment may be used when cost-effective or if both surface and MAC transportation between other than hard-lift areas do not satisfy the member's shipment requirements. Use of air service for other than hard lift shall be approved by the military service under individual service regulations.

1002. Paragraph Numbering System. The paragraph numbering system of this regulation is as follows:

Paragraph 4010c(2)(a)                      4              010              c              (2)              (a)

Chapter -----

Paragraph -----

Subparagraph -----

Item -----

Subitem -----

Reference to paragraphs in this regulation, when used in correspondence and messages involving all services and/or all DOD components, will be shown in this manner: DOD Regulation 4500.34-R. The lowest unit of paragraph, subparagraph, item, or subitem breakdown will be used.

1003. **Recommendations for Improvement.** Users are encouraged to recommend changes that will improve procedures. Each proposed change to this regulation shall be forwarded through command channels to staff representatives of the respective military service to the Commander, Military Traffic Management Command, ATTN: MTPP-M, 5611 Columbia Pike, Falls Church, VA 22041-5050.

**Army**

HQDA (DALO-TSP-P)  
Washington, DC 20310-0563

**Navy**

Commander  
Naval Supply Systems Command  
(053)  
Department of the Navy  
Washington, DC 20376-5000

**Air Force**

Director of Transportation  
Headquarters, U.S. Air Force  
ATTN: LGTT  
Washington, DC 20330-5130

**Marine Corps**

Commandant of the Marine Corps  
(Code LFT)  
Headquarters, U.S. Marine Corps  
Washington, DC 20380-0001

1004. **Personal Property Shipping Office Required Regulations.** Appendix L contains a list of publications considered essential for a successful program at a personal property shipping office. Personal property shipping officers' requirements for these publications shall be submitted through their established publications distribution channels.

1005. **Forms Supply.** Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels.

1006. Responsibilities.

a. The OASD(P&L) L/PP is responsible for overall policy guidance for the DOD Personal Property Shipment and Storage Program.

b. The Commander, MTMC shall:

(1) Provide technical direction, supervision, and evaluation of the traffic management aspects of the DOD Personal Property Shipment and Storage Program on a worldwide basis, subject to the overall guidance, policies, and programs established by the OASD(P&L) L/PP.

(2) Develop and review the DOD Personal Property Shipment and Storage Program, including, its adequacy, standards, efficiency, economy, and cost-effectiveness, in collaboration with DOD Components, consistent with the following:

- (a) Acquisition and use of transportation and storage services.
- (b) Approval of carriers, their agents, storage firms, and contractors.
- (c) Performance of carriers and storage firms.
- (d) Distribution of shipments to qualified carriers.
- (e) Representation of carriers by agents.
- (f) Use of storage facilities.

(3) Recommend to OASD (P&L) L/PP changes in programs and policies governing the management and operation of the program, including but not limited to such matters as:

- (a) The establishment of CPPSOs or JPFSOs.
- (b) The development of automated information systems for processing and management control of personal property.
- (c) The assignment of acquisition responsibility for personal property services.

(4) Apprise OASD(P&L) L/PP and other appropriate DOD Components of trends in the DOD Personal Property Shipment and Storage Program and make appropriate recommendations.

(5) Establish and convene, in conjunction with appropriate DOD Components and industry, as appropriate, such joint symposiums or conferences and training workshops (as required) to ensure effective program operation and the quality of service to the member.

(6) Consult periodically with the Small Business Administration and representatives of the moving and storage industry on matters of mutual concern and on these portions of DOD procedures, standards, criteria, and regulations directly affecting them.

(7) Establish MTMC overseas components or designated representatives in overseas areas in collaboration with DOD components to:

(a) Exercise traffic management and responsibility for the Personal Property Movement and Storage Program in overseas areas.

(b) Coordinate the traffic management aspects of the personal property movement and storage program of their assigned areas with MTMC.

(c) Make appropriate recommendations to MTMC with respect to the issuance of modification of policies, the ratio of carrier agent representation, and limitations as to the number of carriers necessary to satisfy requirements.

(d) Provide traffic management information and data to MTMC, as required.

(e) Communicate directly with MTMC on personal property traffic management aspects of the program.

(8) Determine the effectiveness of the performance of personal property traffic management functions assigned to and performed at DOD installations.

(9) Collect, analyze, maintain, and disseminate data required for effective program management. Statistics should also support the evaluation of the quality of service provided to members of the DOD.

(10) Establish and maintain a continuing program for the development of improved methods of transportation, packaging (containerization), packing, and warehousing.

(11) Develop and prescribe personal property container specifications to ensure adequate protection of the property being shipped and compatibility with transportation capabilities.

(12) Be the sole negotiator, worldwide, with HHG carriers and storage firms on rates and other matters incidental to the transportation and storage of personal property.

(13) Analyze and determine the reasonableness of rates submitted for transportation and related services.

(14) Evaluate carrier performance.

(15) Maintain a current list of approved carriers.

(16) Exclude or remove from the program carriers who fail to meet established financial requirements or standards of satisfactory service or who commit unethical acts.

(17) Establish, maintain, and distribute the PPCIG.

c. Heads of DOD Components shall:

(1) Ensure timely implementation of this regulation and all program-related directives issued by the Commander, MTMC.

(2) Establish, operate, staff, support, and supervise assigned PPSOs worldwide.

(3) Budget, fund, account, disburse, and settle claims for loss or damage to personal property shipped or stored under the program.

(4) Prepare regulations, directives, and policies regarding member's entitlements in the program.

(5) Take timely and appropriate action to correct program deficiencies and discrepancies reported by the Commander, MTMC.

(6) Establish and monitor cross-service and common-service agreements.

(7) Furnish information, including cost and claims data, required by Headquarters, MTMC, concerning services related to the program.

(8) Provide representation on such committees or working groups as may be required by Headquarters, MTMC.

(9) Assist Headquarters, MTMC, in periodic program evaluations.

d. The Commanders of Unified and Specified Commands shall:

(1) Implement, on a timely basis, this regulation and other Directives issued by the Commander, MTMC, relating to the program.

(2) Designate a representative to serve as the agent for Headquarters, MTMC, to exercise traffic management responsibility for the program, when requested by Headquarters, MTMC.

(3) Make appropriate recommendations to Headquarters, MTMC, for modification of the program to meet special requirements (for example, environment and status of forces agreements) peculiar to the theater.

(4) Furnish such information, including cost and claims data, as may be required by Headquarters, MTMC, covering services related to the program.

(5) Provide Headquarters, MTMC, traffic management data necessary to evaluate the effectiveness of the program.

(6) Disseminate, in coordination with appropriate component commanders, traffic management guidance and provide technical assistance to subordinate commanders.

(7) Recommend to Headquarters, MTMC, approval or disapproval of international TGBL carriers who apply to serve their areas, with appropriate justification therefor in the case of disapproval.

(8) Recommend to Headquarters, MTMC, disqualification of carriers when appropriate, supported by fully documented justification.

(9) Provide timely information regarding housing availability to individual members.

(10) Make recommendations to Headquarters, MTMC, about the ratio of carrier or agent representation and limitations as to the numbers of carriers necessary to satisfy requirements.

e. Installation Commanders shall:

(1) Implement this regulation and all program-related Directives issued by Headquarters, MTMC.

(2) Appoint, in writing, a personal property shipping officer (PPSO). Staff and support installation transportation offices to ensure their effective operation and consider fully the increased workloads experienced during the summer shipping period and other periods of peak demand.

(3) Ensure coordination between the installation housing office and PPSO to prevent unnecessary SIT due to housing unavailability.

(4) Allow enough leave from duties for members to arrange for the shipment or receipt of personal property.

(5) Ensure the member is furnished all published orders in a timely manner.

(6) Ensure the member is made aware of all responsibilities and entitlements in the program and provide all services to which the member is entitled.

(7) Ensure coordination between the PPSO and contracting officers concerning the requirements and performance of local program contractors.

f. PPSO shall:

(1) Establish areas of operation to encompass their entire area of responsibility when deemed appropriate for sound traffic management.

(2) Accept or reject carriers' LOIs in accordance with criteria established by Headquarters, MTMC.

(3) Determine the qualification of carriers' agents in accordance with criteria established by Headquarters, MTMC.

(4) Maintain a file of carrier rate tariffs and tenders for the installation's area of responsibility.

(5) Coordinate with local contracting officers on the negotiation, maintenance, and administration of packing and containerization contracts.

(6) Accept and process promptly all applications for the shipment or storage of personal property, regardless of the member's military service affiliation.

(7) Counsel members on their entitlements and responsibilities for the movement and storage of their personal property (Figure 1-1).

(8) Establish reasonable RDDs based on the member's requirements and other governing elements.

(9) Forward a properly prepared and supported DD Form 1299, Application for Shipment and/or Storage of Personal Property (Figure 1-2), to the responsible PPSO when transportation, storage, or related services are required outside the installation's area of responsibility.

(10) Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member, according to the policies and procedures established in this regulation.

(11) Advise the member or the member's agent of the name of the carrier or warehouse selected and of the dates the necessary packing and related services will be performed before movement or storage of the personal property.

(12) Distribute personal property traffic as prescribed by this regulation.

(13) Control, secure, issue and prepare PPGBLs, and submit them to the carrier before the agreed time of pickup.

(14) Prepare and distribute TCMDs as required.

(15) Prepare and distribute customs documents, as required.



(16) Maintain a PPGBL public file for review by carriers. (The PPGBL public file shall be provided quarterly in printout format by Headquarters, MTMC, and shall be retained on file for 12 consecutive months.)

(17) Establish a shipment file for inbound and outbound personnel.

(18) Prepare and distribute diversion and reconsignment certificates as necessary.

(19) Certify on the Statement of Accessorial Services Performed (DD Form 619, Figure 5-4), the period of time for the SIT facility when a shipment is ordered into and out of SIT. Return a certified copy to the carrier within 10 workdays of receipt.

(20) Inspect each carrier's approved local facilities and equipment once every 6 months or more often depending upon necessity and capability, including checking for damaged or astray personal property shipments. Carriers and agents shall expeditiously report these types of shipments to the PPSO.

(21) Inspect personal property shipments in accordance with the requirements of this regulation.

(22) Perform claims inspections, as required, to determine carrier or contractor compliance with tenders of service, tariffs, rate tenders, or contractual obligations.

(23) Forward copies of all TGBL carrier inspection reports through the appropriate MTMC overseas component or area commander to Headquarters, MTMC.

(24) Inspect each mobile home shipment to ensure carriers are in compliance with the terms and conditions of the mobile homes tender of service and applicable tariff and rate tenders.

(25) Establish and maintain a performance file for each carrier serving the installation's area of responsibility.

(26) Warn or suspend carriers serving the installation's area of responsibility in accordance with the policies and procedures established by this regulation.

(27) Recommend to Headquarters, MTMC, through the MTMC area command, MTMC overseas component, or overseas commander, the disqualification of a carrier with full justification.

(28) Inform immediately the local law enforcement agency when claims or other information reflect the loss of firearms from shipments or storage lots of personal property.

(29) If property is lost or damaged as a result of fire, flood, disaster, theft, or a similar type of occurrence while in the control of a carrier or packing and containerization contractor, investigate immediately the geographical area in which the loss or damage occurs to ensure:

(a) Necessary steps are being taken to prevent further loss or damage.

(b) All shipments lost or damaged are accounted for.

(c) Actual damage is determined.

(d) The origin or destination PPSO or PPSOs are notified.

(e) Members whose property has been affected are notified of the incident and of the extent of loss or damage incurred.

(f) The appropriate MTMC area command or overseas component is notified in accordance with the requirements of this regulation.

(30) Furnish required statistical data to the Commander, MTMC, through the headquarters of the sponsoring military service.

(31) Provide Headquarters, MTMC (through the appropriate MTMC area command/MTMC overseas component, if applicable) current information relating to the PPSOs to update the PPCIG.

(32) Maintain adequate records of DPM rate and shipment data and furnish such data to Headquarters, MTMC.

(33) Report potential volume movements to Headquarters, MTMC. If international, forward an information copy to the appropriate MTMC overseas component.

(34) Serve as the focal point of contact for the carrier for all personal property shipments originating at the activity, until such time as the shipment is offered for delivery by the carrier to the destination PPSO.

g. The Member shall:

(1) Inform the PPSO, upon receipt of orders or alert notice, of the desired movement date and all other information pertinent to the move.

(2) Prepare an accurate and detailed DD Form 1701 (Figure 1-10).

NOTE: Preparation of DD Form 1701 is required for Army members only.

(3) Notify immediately the PPSO of any change in orders or other information affecting the member's entitlement to ship or store the property.

(4) Establish with the origin PPSO a realistic RDD.

(5) Ensure all items of personal property are ready for packing or shipment before the anticipated packing and pickup date.

(6) If shipping a POV, deliver the POV to the POE.

(7) If shipping a mobile home, ensure the mobile home is roadworthy and ready for movement before the pickup date.

(8) Be present, or ensure a designated agent is present, during the pickup and delivery of the property.

(9) Contact the responsible destination PPSO immediately upon arrival and provide a contact address and telephone number where the member can be reached to arrange delivery at destination.

(10) Make arrangements for the acceptance of the property at destination as soon as possible, to preclude unnecessary use of SIT or temporary lodging allowance payments.

(11) When in possession of a POF, determine and comply with laws and ordinances concerning firearm ownership or possession in states or localities the member will travel through, be assigned to, or reside in, and obtain necessary authorizations for firearm possession or ownership outlined in Department of the Treasury, ATF Publication 5300.5 (reference (d)) and by foreign and domestic government agencies.

(12) Notify immediately the local installation law enforcement agency when becoming aware of the loss of firearms from a shipment or storage lot of personal property.

(13) Verify the accuracy of all items and information (including damage) on all shipping documents before signing.

(14) Verify the accuracy of loss or damage information itemized by the carriers on the inventory of the DD Form 619, as appropriate.

(15) Submit promptly a report on the carrier's performance. (This report is important to the overall evaluation of carrier performance.)

(16) Furnish the delivering carrier a signed statement when unpacking or debris removal is waived at destination.

(17) Retain copies of all current transportation or storage documents.

(18) Notify the PPSO of subsequently noticed loss or damage within 70 days after delivery, when possible.

h. Chiefs, PPSO, CPPSO, and JPPSO shall:

- (1) Provide completed documentation for the member's shipment or storage.
- (2) Select the method and mode of shipment commensurate with the RDD established on the DD Form 1299 received from the PPPO and make necessary arrangements for shipment.
- (3) Resolve with the appropriate PPPO requests for service that cannot be accomplished.
- (4) Furnish required statistical data to Headquarters, Command MTMC, through the headquarters of the sponsoring military service or MTMC area command or overseas component, as required.
- (5) Provide inbound shipment information for locator action to the PPPOs served.
- (6) Accomplish all other traffic management actions required of PPSOs.

i. PPPOs shall:

- (1) Interview and counsel members on their entitlements and responsibilities in the program.
- (2) Review the member's orders and prepare the DD Form 1299 in accordance with the member's entitlements and requirements. This includes the establishment of a realistic RDD.
- (3) Forward the DD Form 1299 and all supporting documentation to include appropriate customs documents to the responsible PPSO, CPPSO, or JPPSO.
- (4) Monitor the arrival of newly assigned personnel and assist the responsible PPSO, CPPSO, or JPPSO in arranging for the receipt and delivery of inbound shipments of personal property.
- (5) Assist the member in filing a claim for loss or damage through the appropriate PPSO, CPPSO, or JPPSO if there is no claim service available at the facility to which the member is assigned.

j. Terminal Commanders (Air or Water) shall:

- (1) Issue letters of warning when shipments are not picked up by port agents at military air or water terminals within the time limits prescribed by the tender of service.
- (2) Issue letters of warning to ITGBL carriers when violations of the tender of service are observed.

(3) Report to Headquarters, MTMC, personal property shipping containers observed in transit that are unsatisfactory or are suspected of not meeting DOD specifications.

(4) Issue a DISREP or DISCON, as appropriate, when loss or damage is discovered in shipments transiting military air or water terminals.

(5) Issue a certificate showing ocean or aerial port used for all Codes 5 and T shipments.

#### 1007. Assignment of Geographical Areas of Responsibility.

a. This section applies to all DOD-sponsored personal property shipments worldwide, but does not apply to the processing of claims for loss or damage to personal property. For claims procedures, see Chapter 10 of this regulation and regulations of the military service concerned.

b. The following responsibilities and procedures have been developed jointly and agreed upon by the military services. They implement DOD policy. Issuance of separate military service regulations is not authorized.

##### c. Responsibilities.

(1) The Commander, MTMC shall submit recommendations to the headquarters of the military services for changes in assigned areas of responsibility.

(2) The Heads of the Military Services shall:

(a) Establish or transfer areas of responsibility in coordination with the Commander, MTMC.

(b) Review and coordinate memoranda of understanding with the appropriate military staff agencies' controlling manpower, resources, and funding.

(c) Serve as the point of contact for activities and installations under their jurisdiction to resolve problems concerning the assignment of areas of responsibility.

(3) The Commanders of PPSOs shall:

(a) Coordinate through appropriate military service command channels on all matters relating to the assignment of areas of responsibility.

(b) Develop and process, through command channels, information required for the preparation and processing of memoranda of understanding.

(c) Initiate memoranda of understanding, as required.

(4) The Commanders of PPPOs shall communicate through command channels on all matters relating to the assignment of areas of responsibility.

d. Procedures.

(1) Designation of Responsible Installations.

(a) Geographical areas are established within each state in CONUS and Alaska, as well as all overseas areas, except as otherwise designated in Appendix A of the PPCIG. A single installation of one military service is designated the responsible installation for the acquisition of all transportation, storage, and related services that originate or terminate within an assigned geographical area.

(b) Only installations designated as PPSOs under the provisions of this regulation will be authorized to acquire transportation, storage, and other program-related services.

(2) Deactivation or Transfer of an Installation's Assigned Area of Responsibility.

(a) When responsibilities are to be transferred from one installation or activity to another, the losing installation or activity shall prepare a memorandum of understanding. A joint memorandum of understanding shall be executed between the gaining and the losing installation or activity. When an agreement cannot be reached at the local level, the matter shall be referred through command channels to Headquarters, MTMC, for resolution with the military service headquarters.

(b) The military services shall notify the Commander, MTMC, when agreements are in final form concerning the transfer of functional responsibility from one installation to another, the transfer of areas of responsibility, or the activation or deactivation of an installation. The notifications shall be timely to allow updating of this regulation and the PPCIG and the establishment of overall operational procedures, that is, LOIs and rate programs.

(c) When responsibilities are transferred from one installation or activity to another, DOD policies concerning the preservation of stability in civilian employment shall apply.

(d) All storage and other records and files shall be transferred from the deactivated installation to the new responsible installation.

(e) Interservice and interdepartmental logistic support shall follow the basic policies and principles prescribed in DOD Policies.

(3) Budget and Funding. Each military service is assigned specific areas of responsibility for providing program-related services to all members, regardless of their military service affiliation. Within these areas of responsibility, each military service shall provide administrative and operational support to the other military services as a common service. Such common-servicing does not apply to industrial fund activities that provide service only on a seller-buyer basis. In these cases, the direct costs arising from the acquisition of services, including contract storage, PPGBLs, and packing and containerization shall be provided on a cross-servicing basis in accordance with regulations of the appropriate military service.

(4) Consignment of Shipments. Consignment instructions for shipments destined to all responsible installations worldwide are in the PPCIG.

#### 1008. Applications for Shipment or Storage of Personal Property.

a. This section establishes procedures for preparing applications for the shipment or storage of personal property. It describes the completion and distribution of various forms and specifies required supporting documentation.

b. Members shall be counseled only by qualified personnel familiar with the administrative procedures of the program. Counselors shall ensure that members understand fully their entitlements and their responsibilities in the program (see paragraph 1006.g.). Adequate time shall be allowed for each counseling session to permit the member to ask questions and be thoroughly briefed on the impending move. In addition to the items specified on the Personal Property Counseling Checklist, DD Form 1797 (Figure 1-1) (see paragraph 1008.f.), the following shall be stressed during each counseling session:

(1) The member shall be advised to dispose of unnecessary or unwanted items of personal property before the move. Such action may prevent the payment of excess cost by the member.

(2) The member or the member's agent shall ensure that lawn mowers, garden tools, vacuum cleaners, and other items of personal property are clean and free of soil and any foreign matter that may harbor pests or infestation.

(3) The member shall be advised to drain any water bed and/or hot tub prior to the move.

(4) The counselor shall explain the released valuation prescribed for the member's shipment and possible added costs to the member if higher valuation is desired. In addition, the member shall be advised of the availability of commercial insurance coverage.

(5) The counselor shall explain claims coverage and actions to be taken by the member if loss, damage, or inconvenience occurs.

(6) The counselor shall explain the actions to be taken by the member upon arrival at destination, including the name, telephone number, and hours of operation of the responsible destination PPSO.

(7) The member shall provide the carrier a list of firearms shipped as personal property at the time of pickup. The list shall include the manufacturer's name, model number, and serial number of each firearm.

(8) Counselors shall advise members that it is the member's responsibility to remove/place personal property from/in an attic, crawl space or similar storage area and make all property available to the carrier or contractor when the location of the property:

(a) Is not accessible by a permanent stairway. (Ladders of any type do not qualify as permanent.)

(b) Is not adequately lighted.

(c) Does not have a finished floor.

(d) Does not allow a person to stand erect.

c. Counseling for the Shipment of Mobile Homes. Additional items to be stressed when counseling members for shipment of mobile homes are in Chapter 7.

d. Counseling for the Shipment of POVs. Additional items to be stressed when counseling members for shipment of POVs are in Chapter 8.

e. Counseling for a DITY Move. DD Form 2278, Application For Do It Yourself Move And Counseling Checklist, will be used for counseling military members. As the DITY Program is managed individually by each military service, guidance and authorizations do vary. Additional information is available in Chapter 12.

f. Personal Property Counseling Checklist, DD Form 1797.

(1) Purpose. DD Form 1797 shall be used as a guide by the counselor during the counseling session. All pertinent items shall be discussed with the member and checked off in the blocks provided. At the conclusion of the counseling session, the form shall be signed by both the member and the counselor, with statements covering any unusual requirements or problem areas initialed by the member and the counselor.

(2) Forms Supply. DD Form 1797 is available through normal publications distribution channels.

(3) Distribution. The completed DD Form 1797 shall be distributed as follows:

(a) One copy shall be retained for the origin PPSO's files.



(b) One copy shall be provided to the member.

(c) When the PPSO counseling the member is not the PPSO having responsibility for the geographical area in which the property is located, a completed and signed copy shall be forwarded to the responsible PPSO with the completed DD Form 1299 and all required supporting documentation.

g. Restricted Items. Counselors shall ensure that all members are advised of items that cannot be shipped as HHG or UB. Such items are listed as restricted items in the JFTR and in applicable military service regulations. Hazardous items are listed in Appendix J to this regulation.

h. Application for Shipment and/or Storage of Personal Property, DD Form 1299.

(1) General. A separate DD Form 1299 shall be prepared for each shipment a member makes, and the applications shall be numbered 1 of 2, 2 of 2, etc. If the member cannot be present to apply for shipment, the completed DD Form 1299 shall be signed by the member's designated agent.

(2) Shipment of Firearms. All applications for the shipment of firearms or for shipments that include firearms shall be accompanied by appropriate forms or certificates prescribed by DOD 5030.49-R, the member's sponsoring DOD Component, or other Government agencies. A separate DD Form 1299 is required when firearms are shipped apart from the remainder of the HHG shipment. A separate DD Form 1299 is not required if firearms are packed and included in HHG shipment. Specific procedures are provided in Chapter 9 of this regulation.

(3) Shipment of Expensive and Valuable Items.

(a) When requested by the member, expensive and valuable items may be shipped separately from HHG or UB when the PPSO determines that separate shipment is necessary. The method and mode of shipment that provides maximum protection against pilferage, loss, or damage, but still affords timely arrival of property shall be selected. Military service regulations shall be consulted for special instructions for the shipment of expensive and valuable items.

(b) The member shall be required to inform the PPSO of the valuation to be placed on expensive and valuable shipments. Increased valuation charges incurred over and above the carrier's lowest released valuation shall be borne by the member. The carrier shall be advised of the valuation before pickup of the shipment.

(4) Shipment of PBP&E and MARS Equipment as Prescribed in the JFTR (reference (g)). Members are authorized to ship PBP&E and MARS equipment at Government expense. The shipment of PBP&E and MARS equipment shall be in the same manner and under the same conditions as other household goods. All items shipped as PBP&E shall be identified by the member and packed separately, and containers shall be marked accordingly. The actual weight of items shipped as PBP&E shall be marked separately on appropriate shipping documents.

(5) Shipment of Liquor/Alcoholic Beverages. Following is the DOD policy on shipment of liquor/alcoholic beverages (including beer and wine) in personal property shipments.

(a) Domestic Shipments. Members may ship reasonable amounts of liquor/alcoholic beverages (NOTE: Any single container may not exceed 1 gallon capacity - see Appendix J) in their personal property shipments subject to the carrier's acceptance of these items in the shipment. Since many states restrict/prohibit the entry of these items, carriers may refuse the shipment without penalty (the carrier will not be charged with a refusal nor assessed tonnage). When a carrier refuses shipment containing liquor/alcoholic beverages, the shipment will be offered to the next available carrier. In the event no carrier will accept a shipment containing liquor/alcoholic beverages, the member should be advised to either dispose of the item or personally arrange alternate transportation. A carrier accepting a shipment containing liquor/alcoholic beverages accepts responsibility for the shipment in accordance with applicable tenders/tariffs.

(b) International Shipments.

1 Shipments moving from outside the customs territory of the US (CTUS) in CTUS. Liquor/Alcoholic beverages cannot be shipped in the unaccompanied baggage or household goods shipment. (See DOD 5030.49-R, Customs, Chapter 8.) Members should be advised to handcarry these items as accompanied baggage or dispose of them.

2 Shipments moving from CONUS to overseas, intertheater, or intratheater (other than within the same country). Shipment of liquor/alcoholic beverages will be in accordance with the destination country General Instructions page in the Personal Property Consignment Instruction Guide (PPCIG), Volume II (Overseas).

3 Shipments originating and terminating within the same country. Alcoholic beverages may be shipped in the personal property shipment if there are no country restrictions and the carrier will accept them.

(c) If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, these items will not be allowed in the personal property shipment due to possible violation of the customs laws of the destination country.

(6) Preparation of the DD Form 1299.

(a) Each applicable block of the DD Form 1299 shall be completed. The PPSO shall give careful consideration to block 12 to ensure the established RDD is realistic. When possible, the complete destination address shall be shown in block 10. If the destination is within CONUS or Alaska, the address should include the street address, city or town, county, State, and ZIP code. If the destination is overseas, the complete address of the responsible

destination PPSO or the street address, city or town, province, and country should be shown. When applicable, the PPSO shall place the name and address of the origin packing and crating contractor or nontemporary storage contractor in block 15. When space in block 15 is not sufficient, the "remarks", block 13, shall be used. Members may never sign a blank DD Form 1299.

(b) When commanding officers of installations or their authorized representatives are required to sign the DD Form 1299, they shall indicate in block 16 the reason for nonavailability of the member's signature.

(c) When the point from which the personal property is to be shipped is other than the member's last duty station, an explanation shall be shown following the "shipped from address" in block 9. If applicable, the explanation shall cite the appropriate paragraph of the JFTR. If the space in block 9 is inadequate for a full and proper explanation, the statement may be provided on a blank sheet attached to the DD Form 1299. In this case, an asterisk shall be placed in block 9, after the "pickup (origin) information" address, followed by the notation "See attached statement."

(d) When a shipment is made from overseas and the CONUS or Alaska delivery address is not known, the words "storage in transit" or "nontemporary storage," as applicable, shall be entered in block 12.

(7) Persons Authorized to Complete and Submit the DD Form 1299. DD Form 1299 may be completed and submitted by:

(a) The member.

(b) Any person acting under a general power of attorney, anyone acting as an agent for the member under limited power of attorney, or informal letter of authority signed by the member.

(c) Dependents of:

1 Army Personnel and Air Force Personnel. When a dependent has a travel authorization to or from overseas, the dependent may apply for shipment without the member's power of attorney or letter of authorization provided the shipment is to the member's new duty station or the property is being placed in NTS. If the dependent is requesting movement of the property to any other point, the application shall be supported by the member's power of attorney or letter of authorization.

2 Navy and Marine Corps Personnel. The dependent may request shipment when all of the following conditions exist: the member is currently assigned to the overseas duty station; concurrent travel of dependents to the overseas duty station was not authorized; the shipment is being made to the members's overseas duty station; the dependent is in receipt of dependent entry approval or authorization; and the shipment of HHG to the overseas duty station is not prohibited or restricted.

(d) Other persons as authorized by regulations of the member's DOD component or military service.

(e) A commanding officer of an installation or the commanding officer's designated representative, when any of the above authorizations cannot be obtained. In cases of the member's death, DD Form 1300 (Report of Casualty), DD Form 2064 (Certificate of Death Overseas), Summary Court Officer Appointment Order, or the Official Bulletin Notice can be used instead of orders as an attachment to the DD Form 1299. Care should be exercised to ensure that the property is shipped to the authorized next of kin or individual legally entitled to receive the property.

(f) When the DD Form 1299 is prepared by a dependent or agent, the full name, grade, rank or rating, and SSN of the member shall be shown in blocks 4, 5, and 6, respectively. The signature of the member's agent or authorized representative shall be affixed in block 15 after the member's name; for example, "Thomas Williams by Helen Williams, Wife" or "Thomas Williams by Jack Jones, Agent." One copy of the power of attorney, the informal letter of authority, or the dependent travel authorization shall be retained by the origin PPSO in the shipment file.

(8) Submission of DD Form 1299. The DD Form 1299 may be submitted to any PPSO, regardless of the member's military service affiliation. When an application for shipment is submitted, the PPSO shall provide counseling service and render any assistance required by the member in the preparation of the DD Form 1299 and supporting documentation. The processed DD Form 1299 and supporting documents shall be forwarded to the PPSO having responsibility for the geographical area in which the property is located.

i. Required Supporting Documentation. Documents required in support of applications for shipments are as follows:

(1) Six copies (or the copies required by the sponsor military service) of the member's orders or other authority for shipment. When shipment is to be made under authority contained in the dependent's travel authorization and that travel authorization contains reference to the member's orders (including special order number, issuing headquarters, and date of issue), the member's orders are not required.

(2) One copy of the signed DD Form 1797, signed by both the member or the member's agent and the counselor.

(3) For shipments of firearms, any forms or certificates prescribed by the member's sponsoring DOD component or other Government agencies.

(4) Copies of powers of attorney, time-extension certificates, prolonged hospitalization certificates, retirement mileage vouchers (when required), and any other documents required in special cases.

(5) Customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required such as:

United Kingdom - DD Form 1434 (Figure 1-3) - United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of US Forces/Civilian Personnel on Duty in the UK. See PPCIG for preparation instructions.

Philippines - DD Form 1727 (Figure 1-4) - Customs Declaration for the Republic of the Philippines.

CTUS - DD Form 1252 (Figure 1-5) - US Customs Declaration for Personal Property Shipments.

- DD Form 1252-1 (Figure 1-6) - US Customs Declaration for Personal Property Shipments. For shipment of privately owned firearms, see DOD 5030.49-R, Customs Inspection, for shipment guidance.

(6) Origin PPSOs will not require the member to furnish additional copies of the DD Form 1299 and supporting documents. When additional copies are required, they will be reproduced locally.

j. Distribution of the DD Form 1299 and Supporting Documents.

(1) The PPPO, upon processing an application for shipment, shall:

(a) Return to the member one copy of:

1 DD Form 1299 containing the name and telephone numbers of the PPSO responsible for acquiring transportation, storage, and related services.

2 DD Form 1797.

(b) Forward the DD Form 1299 and copies of all supporting documents to the PPSO responsible for acquiring transportation, storage, and related services.

(c) Retain one copy of each document for local files.

(2) The PPSO responsible for acquiring transportation, storage, and related services shall:

(a) Comply with paragraph 1008.i. above, if processing the member's application.

(b) On all TGBL shipments, attach one copy of the DD Form 1299 and one copy of the member's PCS or TDY orders to the property-received copy of the PPGBL, and forward to the responsible destination PPSO.

(c) On all ITGBL shipments from CONUS or Alaska to overseas destinations or between overseas areas, attach the following documents to the original copy of the PPGBL and give those documents to the carrier for customs clearance:

1 Appropriate clearance forms required by the host government.

2 One copy of the DD Form 1299.

3 One copy of the member's PCS or TDY orders.

(d) On all ITGBL shipments from overseas areas to the Customs Territory of the United States (CTUS) attach the following documents to the original copy of the PPGBL, and provide these documents to the carrier for customs clearance:

1 One copy of the U.S. Customs Declaration for Personal Property Shipments (DD Form 1252 or 1252-1).

2 One copy of the DD Form 1299.

3 One copy of the member's PCS or TDY orders.

4 On Code 5, T and J ITGBL shipments, the origin water or aerial POE shall mail one copy of DD Form 1299, one copy of member's orders, and all required customs documents to the destination water or aerial POD.

(e) On all international DPM shipments:

1 Place one copy of the DD Form 1299, one copy of the inventory, one copy of the member's orders, and any required customs documents in a waterproof pouch on the Number 1 container of the shipments.

2 Place one copy of the inventory and one copy of the packing list in an envelope, inside the Number 1 container, in an easily accessible position. For shipments released from NTS, the exception sheet, if appropriate, should also be included.

3 Annotate the PPGBL or other transportation document with the TCN and mail two copies of the DD Form 1299, two copies of the member's orders, and all required customs documents to the outloading terminal.

4 Forward one copy of the DD Form 1299, two copies of the member's orders, and one copy of the PPGBL or other transportation documents to the destination PPSO who has final delivery responsibility.

(f) Retain one copy of each document for local files.

(3) On DPM ocean movements, the PPSO at the water POE shall mail one copy of the DD Form 1299, one copy of the member's orders, and all required customs documents to the destination water port.

(4) On inland segment of an international DPM movement, the PPSO at receiving water port shall forward to the ultimate destination PPSO a memorandum copy of PPGBL, freight warrant, or other shipping document, as appropriate.

(5) When shipments are returned from overseas for NTS or are marked "Hold for Further Disposition Instructions," the PPSO at the CONUS aerial or water port becomes the destination PPSO. When the shipment moves onward from the water port, the PPSO at the port shall forward copies of all documentation to the PPSO at the ultimate destination.

(6) On Navy and Marine Corp TGBL shipments, the original DD Form 1299 and one copy of orders or other authority for shipment shall be placed in an envelope clearly marked "Notice to carrier - do not destroy - enclosed documents will accompany billing for payment of transportation charges." This envelope will be securely attached to the original PPGBL.

(7) On Navy DPM shipments, the original DD Form 1299 and one copy of orders or other authority for shipment shall be forwarded to the Commanding Officer, Navy Material Transportation Office, Building Z-135, Naval Station, Norfolk, VA 23511. When applicable, a copy of the order for services for packing, containerization, handling, or storage services also shall be attached to the original DD Form 1299.

(8) For Marine Corps DPM shipments, forward two copies of DD Form 1299 and two copies of member's orders or other authority for shipment to the destination PPSO. These additional documents shall be attached to the service order or contractor's bill for delivery and unpacking services. Mail these documents to Commanding General, Marine Corps Logistics Base (470), Albany, GA 31704.

(9) On parcel post shipments, forward one copy of the DD Form 1299, annotated to show the number of pieces, weight, and date mailed by parcel post, together with the member's orders, to the destination PPSO.

k. Shipments Involving Temporary Storage and NTS.

(1) Shipments Involving Temporary Storage. Applications for shipments involving temporary storage shall be submitted on DD Form 1299, supported by six copies of the member's orders. The JFTR/JTR or applicable military service regulations shall be consulted on questions of entitlements. Temporary storage can be either SIT, under the carrier's applicable tariff or rate tender, or contractual storage.

(a) Temporary Storage at Origin. When the temporary storage is to be at origin, a PPGBL authorizing SIT at origin can be issued only when a destination (city or metropolitan area) is shown in block 12 of the DD Form 1299. If the destination (city or metropolitan area) is not known, the shipment shall be stored at origin in accordance with the procedures for nontemporary storage.

(b) Statement of Support for Additional Storage.

1 When storage is necessary because of conditions beyond the control of the member, the PPSO having knowledge of the circumstances shall be responsible for authorizing additional storage beyond the first 90 days.

2 The DD Form 1857 (Figure 1-7), Temporary Commercial Storage at Government Expense, shall be used to request, justify, and approve temporary storage exceeding 90 days. The PPSO shall furnish a copy of the DD Form 1857 to the member or the member's agent. The PPSO shall also furnish a copy of this form to the carrier/agent for all shipments in SIT including those where extended SIT is denied. Carrier/agent must be given 10 days prior notice to expiration of SIT. The original shall be retained by the PPSO and any additional copies needed shall be reproduced locally.

(2) Shipments Involving NTS.

(a) General. Applications for NTS shall be submitted on DD Form 1299, supported by copies of the member's orders. When appropriate, copies of other supporting documents shall be attached to the DD Form 1299.

(b) Household Goods Storage Record, DD Form 1100 (Figure 1-8). For installations without automated NTS accounts, DD Form 1100 shall be used to maintain a record of all storage lots for which the PPSO is responsible.

(3) Distribution of Applications for NTS and Supporting Documents.

(a) In addition to the requirements set forth in paragraph 1008.j. above, a copy of each application and supporting document, together with a copy of the completed Service Order for Household Goods (DD Form 1164, Figure 1-9), annotated with the actual weight of the storage lot, shall be forwarded to the finance office of the appropriate military service as follows:

1 Army and Air Force. Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-I-THA), Indianapolis, IN 46249-0611.

2 Navy. Commanding Officer, Navy Material Transportation Office, Building Z-135, Naval Station, Norfolk, VA 23511.

3 Marine Corps. Commanding General, Marine Corps Logistics Base (470), Albany, GA 31704.



(b) One copy of the DD Form 1299 shall be provided to the member or the member's agent.

(c) When the processing office is the responsible activity, the original DD Form 1299 and a copy of all supporting documents shall be attached to the DD Form 1164 and retained in the file folder for the storage lot.

(d) When the processing office is not the responsible activity, the processing office shall retain a copy of the DD Form 1299 and all supporting documents for local files.

(e) When storage is to be in a Government facility, the PPSO shall prepare a DD Form 1100 for submission with a copy of the Application for Storage (DD Form 1299) and copies of the member's orders to the Government storage facility where the property is to be stored.

(f) For further guidance on NTS procedures, see Chapter 6.

1. Applications for the Shipment of Mobile Homes.

(1) General. Applications for the shipment of mobile homes shall be made on DD Form 1299, supported by six copies of the member's orders. The application for shipment of a mobile home shall be accepted by the PPSO providing the counseling service. If the mobile home is located in another PPSO's area of responsibility, counseling PPSO will show that PPSO or info on MOTO request message and request that MTPP-CD provide rate information to PPSO in area of responsibility. Procedures for the use, preparation, and documentation for movement of mobile homes are in Chapter 7.

(2) Authorization for Personally Acquired Transportation. The PPSO may provide written authorization for the member to acquire personally transportation service for shipment of a mobile home, if authorized by the sponsoring military service. In such cases, the PPSO shall furnish the member a list of carriers authorized to provide the required transportation service.

m. Applications for Shipment of POVs.

(1) A request for shipment of a POV shall be made on the Private Vehicle Shipping Document, DD Form 788, initiated at the time the POV is delivered to the port for shipment.

(2) The procedures for the use, preparation, and distribution of the DD Form 788 are in Chapter 8 of this regulation.

PERSONAL PROPERTY COUNSELING CHECKLIST		▶ READ "PRIVACY ACT OF 1974" ON REVERSE SIDE BEFORE COMPLETING THIS FORM																					
NAME (Last, First, Middle Initial)		SOCIAL SECURITY ACCOUNT NO.	GRADE/RANK/RATING																				
ISSUING AUTHORITY		ORDER NUMBER & PARAGRAPH	DATE (YYMMDD)																				
<b>PART I - HOUSEHOLD GOODS</b> <input type="checkbox"/> 1. Entitlements under the order described above (number of shipments, authorized destination, etc.). <input type="checkbox"/> 2. Weight allowances: PCS _____ TDY _____ <input type="checkbox"/> 3. Weight restriction at new duty station, if any <input type="checkbox"/> 4. Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s). <input type="checkbox"/> 5. Pickup date and required delivery date as determined by requirements of the member: PUD _____ RDD _____ <input type="checkbox"/> 6. Mode/method of shipment, including name of carrier if known. <input type="checkbox"/> 7. Unauthorized items and disposal of useless items. <input type="checkbox"/> 8. Professional books, papers and equipment. <input type="checkbox"/> 9. Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods. <input type="checkbox"/> 10. Servicing/deservicing appliances. <input type="checkbox"/> 11. Temporary storage (contractual or intramilitary). <input type="checkbox"/> 12. Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing and report them to ITO. <input type="checkbox"/> 13. Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon. <input type="checkbox"/> 14. Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of destination delivery services and annotation of discrepancies. <input type="checkbox"/> 15. Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives. <input type="checkbox"/> 16. Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment. <input type="checkbox"/> 17. Extra pickup or delivery charges, when applicable. <input type="checkbox"/> 18. Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority. <input type="checkbox"/> 19. What documentation given member and its importance to him. <input type="checkbox"/> 20. Member's responsibility to complete and turn in quality control form. <input type="checkbox"/> 21. Member's responsibility to insure PP items are free of soil/pest infestation.  <b>PART II - UNACCOMPANIED BAGGAGE</b> <input type="checkbox"/> 1. Included as part of HHG weight allowance when shipped at Government expense. <input type="checkbox"/> 2. Weight allowances: Member _____ Dependents _____ <input type="checkbox"/> 3. What can be shipped as unaccompanied baggage <input type="checkbox"/> 4. Pickup and delivery dates. <input type="checkbox"/> 5. Preparation-Copy of Orders in each container just before closing it. <input type="checkbox"/> 6. How and by whom shipped. <input type="checkbox"/> 7. Items of extraordinary value. <input type="checkbox"/> 8. Whom to contact in the event of loss or damage. <input type="checkbox"/> 9. VIP-Very Important Papers (the importance of documentation). <input type="checkbox"/> 10. Member's responsibility to complete and turn in quality control form. <input type="checkbox"/> 11. Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s). <input type="checkbox"/> 12. Unauthorized items and disposal of useless items. <input type="checkbox"/> 13. Professional books, papers and equipment. <input type="checkbox"/> 14. Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives. <input type="checkbox"/> 15. Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.  <b>PART III - NONTEMPORARY STORAGE</b> <input type="checkbox"/> 1. Entitlements under this order, special services, etc. <input type="checkbox"/> 2. Included as part of HHG weight allowance when stored at Government expense. <input type="checkbox"/> 3. Where stored and for how long.		<input type="checkbox"/> 4. Pickup date. <input type="checkbox"/> 5. Appliance servicing. <input type="checkbox"/> 6. Checking inventory at time of pickup. <input type="checkbox"/> 7. What documentation given to member and its importance to him. <input type="checkbox"/> 8. Items of extraordinary value, excess weight/cost. <input type="checkbox"/> 9. Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s). <input type="checkbox"/> 10. Unauthorized items and disposal of useless items. <input type="checkbox"/> 11. Professional books, papers and equipment. <input type="checkbox"/> 12. Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives. <input type="checkbox"/> 13. Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.  <b>PART IV - HOUSE TRAILERS/MOBIL HOMES</b> <input type="checkbox"/> 1. Entitlements under this order, limitations, possible costs <input type="checkbox"/> 2. Services authorized at Government expense and those billed to member. <input type="checkbox"/> 3. Responsibility of member to get trailer ready for movement. <input type="checkbox"/> 4. Inventory of contents of trailer. Items that can't remain in trailer. <input type="checkbox"/> 5. Pickup and delivery dates. <input type="checkbox"/> 6. Intransit storage and probability of excess costs. <input type="checkbox"/> 7. Carrier and Government liability. <input type="checkbox"/> 8. What documentation given to member and its importance to him. <input type="checkbox"/> 9. Responsibility to promptly submit quality control information.  <b>PART V - PRIVATELY OWNED VEHICLES (POV)</b> <input type="checkbox"/> 1. Does vehicle qualify as a POV. <input type="checkbox"/> 2. Authorizations, restrictions, special Host Government requirements. <input type="checkbox"/> 3. Applicable port of embarkation and debarkation; alternates if needed. <input type="checkbox"/> 4. Preparation of POV prior to delivery to port. <input type="checkbox"/> 5. Application and other documents required, Power of Attorney if required. <input type="checkbox"/> 6. Excess costs, when applicable; oversize; excess distance. <input type="checkbox"/> 7. Checking inventory of items left in POV; origin and destination. <input type="checkbox"/> 8. Secure lien holder's permission if required. <input type="checkbox"/> 9. Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port. <input type="checkbox"/> 10. Joint inspection of POV at time of delivery and pickup. <input type="checkbox"/> 11. Licensing and insurance requirements of state or overseas country. <input type="checkbox"/> 12. Foreign manufactured POVs. <input type="checkbox"/> 13. Delivery of POV to port by agent; special requirement for.  <b>PART VI - WEAPONS AND AMMUNITION</b> <input type="checkbox"/> 1. Limitations and restrictions of country to which assigned. <input type="checkbox"/> 2. US Government requirements and restrictions applicable for import. <input type="checkbox"/> 3. Special forms and procedures; responsibilities of carriers, etc.  <b>PART VII - LIABILITY, CLAIMS, PROTECTION</b> <input type="checkbox"/> 1. Carrier, storage firm and Government liability for loss or damage. <input type="checkbox"/> 2. Carrier and Government liability for mobil home. Liability for repairs enroute. <input type="checkbox"/> 3. Carrier and Government liability for POV. <input type="checkbox"/> 4. Limitations on Government liability. <input type="checkbox"/> 5. Importance of documentation - accurate inventory exception on delivery, etc. <input type="checkbox"/> 6. Valuation of items of extraordinary value-substantial value. <input type="checkbox"/> 7. Whom to see at destination in the event of loss or damage.																					
<b>I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:</b> <table style="width: 100%;"> <tr> <td>HOUSEHOLD GOODS</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>MOBIL HOMES (8750.00 limitation on repairs enroute)</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>NONTEMPORARY STORAGE</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>WEAPONS AND AMMUNITION</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>PRIVATELY OWNED VEHICLES</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td colspan="2">I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET</td> </tr> <tr> <td>LOSS AND DAMAGE</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td colspan="2"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>UNACCOMPANIED BAGGAGE</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td colspan="2"></td> </tr> </table>		HOUSEHOLD GOODS	<input type="checkbox"/> YES <input type="checkbox"/> NO	MOBIL HOMES (8750.00 limitation on repairs enroute)	<input type="checkbox"/> YES <input type="checkbox"/> NO	NONTEMPORARY STORAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO	WEAPONS AND AMMUNITION	<input type="checkbox"/> YES <input type="checkbox"/> NO	PRIVATELY OWNED VEHICLES	<input type="checkbox"/> YES <input type="checkbox"/> NO	I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET		LOSS AND DAMAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		UNACCOMPANIED BAGGAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO			<b>RECORD SPECIAL INSTRUCTIONS ON REVERSE</b>  <b>CONFIRMATION OF COUNSELING</b> - I understand that if I elect to ship any household goods at Government expense to a designated location when the usable period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at Government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.	
HOUSEHOLD GOODS	<input type="checkbox"/> YES <input type="checkbox"/> NO	MOBIL HOMES (8750.00 limitation on repairs enroute)	<input type="checkbox"/> YES <input type="checkbox"/> NO																				
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UNACCOMPANIED BAGGAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO																						
SIGNATURE OF COUNSELOR		SIGNATURE OF MEMBER/DEPENDENT/AGENT																					
		DATE (YYMMDD)																					

PRIVACY ACT OF 1974: AUTHORITY: 37 USC 4063 USC 5726. PRINCIPAL PURPOSE(S): DD FORM 1797 IS USED AS A WORKING DOCUMENT BY THE ITO TO INSURE THAT THE MILITARY MEMBER, DEPENDENT, AND, DEPARTMENT OF DEFENSE EMPLOYEES, RECEIVE PROPER INFORMATION ON THE MOVEMENT OF THEIR PERSONAL PROPERTY WITHIN THE DEFENSE TRANSPORTATION SYSTEM. ROUTINE USES: (A) USED IN DETERMINING VALIDITY OF CLAIMS FOR DAMAGE AND IMPROPER SHIPMENTS FILED BY MEMBER AND ANY THIRD PARTY RESPONSIBLE. (B) INSURES MEMBER RECEIVES PROPER BRIEFING ON ENTITLEMENTS AND PROCEDURES. (C) INFORMATION ON THIS FORM IS RELEASED TO CARRIERS. VOLUNTARY: LACK OF THE SSN ON THIS FORM WILL NOT DIRECTLY AFFECT THE MEMBER, HOWEVER, WHEN IT IS FURNISHED, IT PRECLUDES ANY POSSIBLE MISTAKEN IDENTITY WHEN NAMES ARE THE SAME AND THIS IS A FREQUENT OCCURRENCE.

<b>APPLICATION FOR SHIPMENT AND / OR STORAGE OF PERSONAL PROPERTY</b> <small>(Before completing form, read Privacy Act Statement on reverse)</small>		1. DATE PREPARED (YYMMDD)		2. SHIPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO (Responsible origin Personal Property Shipping Office)			
		a. NAME			
NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, City, State, Zip Code)			
<b>6. MEMBER OR EMPLOYEE INFORMATION</b>					
a. NAME (Last, First, Middle Initial)		b. RANK / GRADE		c. SSN	
				d. AGENCY	
<b>7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING</b>					
a. HOUSEHOLD GOODS / UNACCOMPANIED BAGGAGE / ITEMS / NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS NUMBER OF CARTONS	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO (Describe)	
(6) MOBILE HOME SERVICES REQUESTED (X as applicable)					
(a) Contents Packed		(b) Mobile Home Blocked			
(c) Mobile Home Unblocked		(d) Stored at Origin		(e) Stored at Destination	
<b>8. THIS SHIPMENT / STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS</b>					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
(1) PERMANENT	(2) TEMPORARY				
d. DATE OF ORDERS (YYMMDD)		e. ORDERS NUMBER		f. PARAGRAPH NO	
				g. IN TRANSIT TELEPHONE NO. (Include Area Code)	
h. IN TRANSIT ADDRESS (Street, City, State, Zip Code)					
<b>9. PICKUP (ORIGIN) INFORMATION</b>			<b>10. DESTINATION INFORMATION</b>		
a. ADDRESS (Street, Address, City, County, State, and Zip Code) <small>(If mobile home, also include mobile home court name)</small>			a. ADDRESS (Street, Address, City, County, State, and Zip Code) <small>(If mobile home, also include mobile home court name)</small>		
b. PHONE NUMBER (Include Area Code)			b. AGENT DESIGNATED TO RECEIVE PROPERTY		
11. EXTRA PICKUP / DELIVERY ADDRESS (If applicable)					
12. SCHEDULED DATE (YYMMDD) FOR		a. PACK		c. DELIVERY	
		d. PICKUP			
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND / OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM	b. TO	c. NET POUNDS <small>(Actual or est.)</small>		d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)	
<b>15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES / STORAGE CONDITIONS.</b> I Certify that I have read and understand my shipping responsibilities and storage conditions printed on the reverse side of this form.					
a. SIGNATURE OF MEMBER / EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)	
d. NAME OF CONTRACTOR (Origin DPW or non-temporary storage)					
<b>16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE.</b> Property is baggage, household goods, mobile home, and / or professional books, papers and equipment authorized to be shipped at government expense					
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)			
		c. TITLE			

**PRIVACY ACT STATEMENT**

**AUTHORITY:**

Title 37 U.S.C. Code 406, Title 5, U.S.C., Code 5726.

**PRINCIPAL PURPOSE:**

Application (request) for shipment of personal property of military members, dependents, and DoD employees.

**ROUTINE USES:**

Used to accumulate information for determining the number of shipments requested by the member to assure shipment of authorized weight to and from points authorized by orders. Used by the Finance Offices for collection from the member in case of excess costs. Also used to prepare the government bill of lading and other shipping documents (as applicable) to move the personal property. Information is released to carriers.

**DISCLOSURE:**

Voluntary, however, if information is not furnished, personal property can not be shipped.

**CERTIFICATION OF SHIPMENT RESPONSIBILITIES**

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

1. This shipment / storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.
2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.
3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers, and equipment are or were necessary in the performance of official duties.

**CONDITION FOR STORAGE**

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.
2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.
3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.
4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.
5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the household goods or if, after diligent

effort, notice to me can not be effected, the Government may proceed as follows: (a) Place and store the household goods in commercial storage at my expense, or (b) If a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

UNITED KINGDOM (U.K.) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE U.K.		
<b>1. MEMBER</b>		<b>2. DATE PREPARED</b> (YYMMDD)
a TYPED OR PRINTED NAME (Last, First, Middle Initial) WILBERG . . . . .	b RANK OR GRADE	
<b>3. ORIGIN TRANSPORTATION OFFICE</b>		<b>4. U.K. DUTY STATION AND ORGANIZATION</b>
<b>5. CERTIFICATIONS</b>		
a. I hereby certify that the contents of this shipment of household goods/unaccompanied baggage consists of new and/or used furniture and furnishings or equipment, clothing and other items of personal property.		
b. I am personally aware of the contents of this shipment and that failure to complete this form properly may result in the delay of customs clearance of my goods.		
c. This shipment does not contain spirits (including liqueurs), wines, or any other alcoholic beverages, tobacco (cigars, cigarettes, etc.), perfume and/or toilet waters.		
d. <b>FIREARMS STATEMENT</b> (Line out inapplicable words) This shipment <b>DOES/DOES NOT</b> contain firearms. Firearms contained in this shipment consist of:		
(1) TYPE	(2) MAKE	(3) SERIAL NUMBER
e. <b>MOTORCYCLE/MOPED STATEMENT</b> (Line out inapplicable words) This shipment <b>DOES/DOES NOT</b> contain motorcycles/mopeds. Motorcycles/mopeds contained in this shipment consist of:		
(1) MAKE/MODEL	(2) YEAR OF MANUFACTURE	(3) ENGINE NUMBER
(4) CHASSIS NUMBER		
f. (Line out inapplicable words) This shipment <b>DOES/DOES NOT</b> contain PROHIBITED or RESTRICTED goods such as, but not limited to, controlled drugs, explosives (including fireworks), firearms (including gas pistols and similar weapons), ammunition, flick (switch-blade) knives, certain plants, seeds (including tree seeds), potatoes, meat and poultry, animals and certain animal derivatives, and horror comics, indecent or obscene books, magazines, films and other articles, radio transmitters (including CB radios and walkie-talkies), radio microphones and micro-bugs. If this shipment does contain PROHIBITED or RESTRICTED goods, explain.		
g. (Line out inapplicable words) This shipment <b>DOES/DOES NOT</b> contain goods intended as gifts or for sale to non-members of the U.S. Air Force, U.S. Army, U.S. Navy or U.S. Marine Corps. If the shipment does contain goods within this category, explain.		
h. I, the undersigned, ordered to duty in the United Kingdom in service of the U.S. Air Force, U.S. Army, U.S. Navy or U.S. Marine Corps, hereby declare that the goods described above are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charge, I undertake not to dispose of them to non-members of the U.S. Forces while I remain in the United Kingdom. In addition, all the particulars given on this form are true and correct to the best of my knowledge.		
<b>6. MEMBER</b>		
a TYPED OR PRINTED NAME (Last, First, Middle Initial)	b RANK OR GRADE	c SIGNATURE (Use black or blue ink and sign each copy)

<b>CUSTOMS DECLARATION (R.P.) FOR IMPORTATION OF PERSONAL PROPERTY AND PRIVATELY OWNED VEHICLES OF U.S. ARMED FORCES PERSONNEL AND THEIR DEPENDENTS OR OTHER PERSONS AUTHORIZED UNDER THE BASE AGREEMENT</b>		<b>COMPLETED BY ORIGIN TRANSPORTATION OFFICER</b>	
3 NAME		1. PHILIPPINE DUTY STATION	2 DATE
4 GRADE/RANK/RATING AND SERVICE		5 SSN	
<b>COMPLETED BY DESTINATION TRANSPORTATION/RECEIVING OFFICER</b>			
6 SHIP/AIRCRAFT OF ARRIVAL		7 PORT OF ARRIVAL	
8 ARRIVAL DATE		9. NUMBER OF PIECES RECEIVED	10. SHIPMENT TCN
<b>11. ITEMS 1 THROUGH 10 ABOVE CERTIFIED BY (Destination transportation/receiving officer)</b>			
a. TYPED NAME		b. SIGNATURE	c. DATE
<b>COMPLETED BY MEMBER OR OTHER AUTHORIZED PERSON</b>			
12 I certify that I am:			
a. <input type="checkbox"/> A member of the U.S. Armed Forces, not a Filipino citizen, under official orders to service in the Philippines in connection with the bases and taking residence in the Philippines by reason only of such service.			
b. <input type="checkbox"/> A member of the U.S. Armed Forces and a Filipino citizen, under official orders to service in the Philippines in connection with the base: (NOT ENTITLED TO CUSTOMS EXEMPTION UNDER BASES AGREEMENT).			
c. <input type="checkbox"/> A civilian national of the United States traveling to the Philippines for service or employment in the Philippines in connection with the construction, maintenance operation or defense of the bases and taking residence in the Philippines by reason only of such employment.			
d. <input type="checkbox"/> A spouse or other dependent of a <input type="checkbox"/> , b <input type="checkbox"/> , or c <input type="checkbox"/> above.			
e. <input type="checkbox"/> Other (describe status)			
<b>13 FULL PARTICULARS OF CONTENTS</b>			
DESCRIPTION	QUANTITY	MAKE	REMARKS
REFRIGERATOR			
FREEZER			
AIR CONDITIONER			
WASHING MACHINE			
CLOTHES DRYER			
DISH WASHER			
TELEVISION			
STEREO-CONSOLE			
TAPE RECORDER			
HOT WATER HEATER			
SEWING MACHINE			
ARMS AND AMMUNITION			
<b>14. PRIVATELY OWNED VEHICLE</b>			
a. MAKE	b. MODEL	c. ENGINE MANUFACTURER NUMBER	d. WEIGHT
15 I hereby declare that the goods described above are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charges, I will not sell and deliver them to anyone not granted tax exempt status without proof of clearance by the Collector of Customs or I will export them on termination of my tour of duty or earlier.			
16 a. TYPED NAME		b. SIGNATURE	c. DATE

<b>US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>	<b>WARNING:</b> Any false statement or willful omission here in subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	<b>CUSTOMS DECLARATION NUMBER</b>
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
<b>AUTHORITY:</b> 19 U.S.C. 1498 <b>PRINCIPAL PURPOSE:</b> To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner, customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides customs inspector's stamp. <b>ROUTINE USES:</b> (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an importer and also assist in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required. <b>DISCLOSURE:</b> DISCLOSURE OF YOUR SSN IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE YOUR SSN AND OTHER REQUESTED PERSONAL INFORMATION MAY CAUSE DELAY IN PROCESSING THROUGH CUSTOMS, PENDING POSITIVE IDENTIFICATION.		
PART 1 - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES		
<b>TO:</b> (Overseas FOR APOE)		<b>FROM:</b> (Military customs inspector)
SECTION A - OWNER'S CUSTOMS DECLARATION		
<b>LAST NAME - FIRST NAME - MIDDLE INITIAL</b> (Print or type)	<b>GRADE</b>	<b>SOCIAL SECURITY NUMBER</b>
<b>UNIT ADDRESS OVERSEAS</b> (Include APO number)		<b>ADDRESS IN US</b> (Include ZIP Code)
<b>1. DECLARATION FOR:</b> (Indicate by check of appropriate item) (Attach copy of orders) <input type="checkbox"/> <b>HOUSEHOLD GOODS</b> <input type="checkbox"/> <b>UNACCOMPANIED BAGGAGE</b> <input type="checkbox"/> <b>PRIVATELY OWNED VEHICLE</b>		
<b>2. I DECLARE THAT:</b> (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for them not entitled to free entry); or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items is to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for _____ (State number) members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of customs declaration forms: Alcohol beverages _____ (State quantity) Cigars _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)		
<input type="checkbox"/> a. Assigned to permanent duty overseas <input type="checkbox"/> b. Required to perform temporary duty overseas for 140 days or more <input type="checkbox"/> c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more <input type="checkbox"/> d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders <input type="checkbox"/> e. Directed to evacuate myself, family, or personal property to the United States <input type="checkbox"/> f. Directed to ship personal property in advance of the issuance of travel orders		
THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATIONS 5030.49R AND OVERSEAS INSTRUCTIONS		
<b>DATE</b>	<b>SIGNATURE OF OWNER</b>	
SECTION B - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE		
<b>I CERTIFY THAT:</b> (1) I have <input type="checkbox"/> inspected <input type="checkbox"/> examined the personal property in _____ (State number) outer container(s) or vehicle covered by this certificate and have read the above statements which, to the best of my knowledge and belief are true; (2) No unauthorized Government property is contained in the shipment; (3) Regulations relative to quantities, disaffestation, keys, labeling, or tagging, and certificates have been complied with; and (4) The property in the shipment is being forwarded to the United States pursuant to competent US Government orders which I have examined and the correct item namely a, b, c, d, e, or f is checked above.		
Serial number(s) of seal(s) _____ affixed to container(s). (State numbers)		
<b>MILITARY CUSTOMS INSPECTOR STAMP</b>	<b>LAST NAME - FIRST NAME - MIDDLE INITIAL</b>	<b>GRADE</b>
<b>SIGNATURE OF MILITARY CUSTOMS INSPECTOR</b>	<b>DATE</b>	
<b>REMARKS</b> (Indicate (a) Reason for absence of owner's signature if not shown. (b) Kind, quantity and disposition of articles withdrawn from shipment. (c) Prohibited, restricted or apparently dutiable articles remaining in shipment and location (container number). ALSO, draw a diagonal red line across face of form.)		THIS COLUMN IS FOR USE OF US CUSTOMS OFFICERS ONLY
SECTION C - OVERSEAS PORT SHIPMENT DATA		
<b>NAME OF CARRIER</b>		<b>VOYAGE OR FLIGHT NO</b>

DD FORM 1252  
1 APR 77

REPLACES DD FORM 1252, 1 OCT 72, AND DD FORM 1252(PAS), 26 SEP 75.  
WHICH ARE OBSOLETE. (figure 1-5) (Attach to Manifest)



US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		WARNING: Any false statement or willful omission herein subjects the shipper to seizure and forfeiture of any personal property to a penalty equal to the value or twice as to criminal prosecution.		CUSTOMS DECLARATION NUMBER (For filing office use only)		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>						
AUTHORITY: 19 USC 1184						
PRINCIPAL PURPOSE: To declare shipments of merchandise to provide unaccompanied baggage and privately owned vehicles for which free entry is claimed. Section A. Owner's customs declaration for type of shipment and request for shipment. Section B. Military Customs Inspector certifies that property has been inspected and approved and provides Customs Inspector's stamp.						
ROUTINE USES: (1) Use of your Social Security Number as proof of identification that person processing through Customs is not an impostor and also about in criminal prosecution if contraband or undeclared articles for which Customs fees are due are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required.						
DISCLOSED: DISCLOSURE OF YOUR SSA IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE YOUR SSA AND OTHER REQUESTED PERSONAL INFORMATION MAY CAUSE DELAY IN PROCESSING THROUGH CUSTOMS PENDING POSITIVE IDENTIFICATION.						
<b>PART II: FIREARMS AND AMMUNITION</b>						
TO: (Name and full address)		FROM: (Military installation, ship, etc.)				
<b>SECTION D: OWNER'S CUSTOMS DECLARATION</b> (Mark copy of order)						
LAST NAME FIRST NAME MIDDLE INITIAL (Print in full)		NAME		SOCIAL SECURITY NUMBER		
UNIT ADDRESS OVERSEAS (Include ZIP number)		ADDRESS IN UNITED STATES (Include ZIP number)				
<p>I DECLARE THAT: (1) All items in the shipment to the United States consist only of privately owned firearms and ammunition for my personal use. (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as particularly suitable for sporting purposes as determined by Department of Treasury or as indicated in 2 below. I have _____ have not been serving overseas under US Government orders and am traveling under orders for (or for): (Check appropriate item below):</p> <p> <input type="checkbox"/> a TDY or PCS in the United States or enroute to another overseas duty station  <input type="checkbox"/> b PCS to the United States from Overseas  <input type="checkbox"/> c PCS from overseas to a restricted overseas area where firearms are prohibited and personal property is being returned to the United States  <input type="checkbox"/> d PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty (separation or retirement)  <input type="checkbox"/> e PCS from a combat area or a combat zone to the United States  <input type="checkbox"/> f TDY to the United States from overseas  <input type="checkbox"/> g TDY or PCS to the United States from overseas </p>						
(COMPLETE APPROPRIATE CERTIFICATE OR DECLARATION BELOW)						
<p><b>1. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES</b></p> <p>Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States (including possessions thereof) at _____ (Place, date) on or about _____ (Date) and took with me as part of my personal property (the firearms) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.</p>						
<p><b>2. CERTIFICATION UNDER REVENUE RULING 66-309</b> (Applicable for Rifle Shot Guns/Ammunition when qualified. See provisions on reverse.)</p> <p>Under the penalty of perjury I hereby declare that I now am or have been on active duty outside the United States within 60 days immediately preceding this importation, that I am returning to the United States from a permanent overseas duty station, that the transportation to and the receipt and possession by me at my place of residence or new permanent duty station located at _____ (Place, date) of the firearms and/or ammunition described on the attached ATF Form 6A (Firearms) would not constitute any violation of Title 18, State Firearms Control Assistance (U.S.C. Title 18, Chapter 44), or Title 18, Unlawful Possession or Receipt of Firearms (18 Stat. 236) of the Omnibus Crime Control and Safe Streets Act of 1968 (18 Stat. 197) or Section 414 of the Mutual Security Act of 1954 (16 Stat. 848) or any applicable state law or published ordinance. (A Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) will be attached). Indicate as code "B" in description below.</p>						
<p><b>3. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROSS AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER</b> Indicate as code "C" in description below. Evidence of such acquisition will be attached.</p>						
<p><b>4. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 3 OR 4 ABOVE</b> An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not indicate as code "D" in description below.</p>						
DESCRIPTION OF FIREARMS OR AMMUNITION (List additional firearms/ammunition in Remarks on reverse)						
FIREARMS						
ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER SIZE OR GAUGE	MODEL	SERIAL NUMBER
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
AMMUNITION						
ITEM	CODE	TYPE	QUANTITY	CALIBER		
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DD FORM 1252-1 (1 APR 71) 1030 49R AND OVERSEAS INSTRUCTIONS						
SIGNATURE OF OWNER				DATE		

DD FORM 1252-1  
(1 APR 71)

REPLACES DD FORM 1252-1, 1 OCT 70, AND DD FORM 1252-1(PAB), 26 SEP 70, WHICH ARE OBSOLETE

US Customs Declaration for Personal Property Shipments  
(DD Form 1252-1).

(figure 1-6)

# **TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE**

## **Privacy Act Statement**

**AUTHORITY:** Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).

**PRINCIPAL PURPOSE:** To obtain certification from the member as to why temporary storage in addition to 90 days is required

**ROUTINE USE:** The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.

**DISCLOSURE:** Voluntary, however, unless disclosed, member will not be authorized additional storage.

## **SECTION A - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS**

Reference Paragraph U5375-B2, JFTR

When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.

## **SECTION B - MEMBER'S STATEMENT OF FACTS**

**1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)**

a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING
b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION
c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)
d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION	

## **2. MEMBER INFORMATION**

a. NAME (Last, First, Middle Initial)	b. RANK	c. SOCIAL SECURITY NUMBER
d. SIGNATURE		e. DATE SIGNED (YYMMDD)

## **SECTION C - APPROVAL**

1. INSTALLATION NAME	2. INSTALLATION ADDRESS (Include Zip Code)	3. DATE APPROVED (YYMMDD)
4. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.		
5. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD <u>NOT TO EXCEED 90 DAYS</u> .		
6. ALL STORAGE AUTHORIZATION WILL EXPIRE ON _____ GENERALLY, GOVERNMENT CLAIMS COVERAGE ALSO EXPIRES THAT DATE. IF YOU CHOOSE TO KEEP YOUR PROPERTY IN STORAGE BEYOND THAT DATE, AT YOUR EXPENSE, RECOMMEND YOU OBTAIN PRIVATE INSURANCE COVERAGE DURING THAT PERIOD. IN ADDITION, ANY CLAIM AGAINST THE GOVERNMENT FOR LOSS OR DAMAGE TO PERSONAL PROPERTY PURSUANT TO AUTHORIZED GOVERNMENT STORAGE MUST BE FILED WITHIN TWO YEARS FROM THE EXPIRATION DATE OF AUTHORIZED STORAGE.		
7. APPLICABLE SPECIAL ORDER IS _____, PARA _____		
HQ _____ DATED _____		
ACCOUNTING CLASSIFICATION _____		

## **8. TRANSPORTATION OFFICER INFORMATION**

a. NAME (Last, First, Middle Initial)	b. RANK
c. TITLE	d. SIGNATURE

LAST NAME FIRST NAME - MIDDLE NAME		GRADE	SERVICE NO./SSN	CURRENT MAILING ADDRESS (Include ZIP Code)	
MEMBER'S DUTY ASSIGNMENT		LENGTH OF ASSIGNMENT		DD FORM 1101 MAILED OR PRESENTED TO MEMBER	
<b>STORAGE LOCATION</b>					TYPE OF STORAGE <input type="checkbox"/> NONTEMPORARY <input type="checkbox"/> TEMPORARY (Up to 6 months)
INSTALLATION OR COMMERCIAL FACILITY		WAREHOUSE OR LOT NO	WEIGHT STORED (Net)		
PLACED IN STORAGE	STORAGE EXPIRES (est)	EXPIRATION NOTICE MAILED	PIECES STORED	DD FORM 1101 RECEIVED	
SUSPENSE DATE	TRANSFERRED ACCOUNT TO MEMBER		BASIC AGREEMENT NUMBER	SERVICE ORDER NUMBER	
<b>OUTBOUND</b>					
SHIPPING INSTRUCTION RECEIVED		ORDER TO CONTRACTOR FOR PICK UP		BILL OF LADING NUMBER	
LINE-HAUL CARRIER OR LOCAL DRAYAGE CONTRACTOR			PICK UP DATE	DELIVERY DATE	
SPECIAL SHIPPING INSTRUCTIONS					
REMARKS					
<b>INVOICE DATA ON REVERSE SIDE</b>					

DD Form 1100, 1 SEP 57

HOUSEHOLD GOODS STORAGE RECORD

(figure 1-8)

INVOICE FOR STORAGE RECEIVED			
PERIOD	TO	AMOUNT	VOUCHER NUMBER
a.		\$	
b.		\$	
c.		\$	
d.		\$	
e.		\$	
f.		\$	
g.		\$	
h.		\$	
i.		\$	
j.		\$	
k.		\$	
l.		\$	
MONTHS STORED	RATE	IN HANDLING (CWT)	OUT HANDLING (CWT)
REMARKS			
TYPED NAME OF RECORDING CLERK		SIGNATURE OF RECORDING CLERK	

DD Form 1100 Reverse, 1 SEP 57

(figure 1-8, cont'd)

## SERVICE ORDER FOR PERSONAL PROPERTY

<b>1. TO (Contractor)</b>					<b>2. FROM (Ordering Office)</b>								
a. NAME					a. NAME								
b. ADDRESS (Street, City, State, Zip Code)					b. ADDRESS (Street, City, State, Zip Code)								
<b>3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, 19____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:</b>													
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER					
f. SERVICE ORDER NUMBER				g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, Zip Code)							
(1) OLD _____				g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, Zip Code)							
(2) NEW _____													
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYMMDD)		k. STORAGE EXPIRATION DATE (YYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)					
n. OWNER													
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, Zip Code)								
(3) PAY GRADE					(4) SSN								
<b>4. NEW ACCOUNTS - SERVICES ORDERED</b>													
a. PACKING ITEM I		b. SPECIAL SERVICES				c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V			
		(1) WARDROBE ITEM IIA		(2) EXPENSIVE/ VALUABLE ITEM ITEM IIB									
RATE		NO		RATE		ZONE		RATE		RATE			
\$				\$				\$		\$			
<b>5. REMOVAL ACTIONS</b>													
a. APPROPRIATION IDENTITY				b. STORAGE REMOVAL DATE (YYMMDD)		c. DELIVERY ADDRESS (Street, City, State, Zip Code)							
<b>d. SERVICES ORDERED</b>													
(1) HANDLING IN ITEM IV		(2) HANDLING OUT ITEM VI		(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII		(5) WEIGHT REHANDLED		(6) WEIGHT REMOVED		(7) WEIGHT REMAINING	
RATE		RATE		ZONE		RATE							
\$		\$				\$		\$					
<b>6. REMARKS</b>													
<b>7. SPECIAL INSTRUCTIONS</b>													
a. Mail invoices to:													
b. Storage authority:													
c. Maximum weight chargeable to government _____ Lbs. Weight in excess of such maximum will be charged to the owner.													
d. Estimated Cost of the Service(s) is \$ _____. You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.													
e. Accounting Classification:													
<b>8. CERTIFICATION (To be completed by Ordering Office)</b> Commercial storage has been determined to be more economical than government storage.													
a. TYPED NAME (Last, First, Middle Initial)								b. SIGNATURE					
c. TITLE								d. DATE SIGNED					

INVENTORY OF HOUSEHOLD GOODS												
PROPERTY OF				HOME PHONE NUMBER			DUTY PHONE NUMBER			DATE		
FROM				TO (Destination)								
ARTICLE	CU. FT. PER PC.	NO. OF PCS.	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS.	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS.	CU. FT.	
<b>LIVING ROOM</b>				<b>CHILDRENS ROOM (Con't)</b>				<b>PROFESSIONAL ITEMS (Con't)</b>				
Bench, inside or patio	5			Chair	12			Reference material				
Bookcase	20			Chair, toy	5			Tools				
Bookshelves, sectional	5			Chair, baby	10			Books				
Cabinet	10			Play pen	10			Papers				
Cantons, books	2			Table, child's	5			Equipment				
Chair, arm	10											
Chair, occasional	15			<b>KITCHEN</b>								
Chair, overstuffed	25			Bonus pots/pans	5			<b>MISCELLANEOUS</b>				
Chair, rocker	12			Cabinet, kitchen	30			Ash or trash can	7			
Chair, straight	5			Cabinet, utility	10			Auto tires	2			
Clock, grandfather/grandmother	20			Chair, breakfast	5			Basket, clothes	5			
Credenza	35			Kitchen board	2			Bicycle	5			
Deverport, 2, 3, 4 cushions	35			Rotisserie	5			Bird cage and stand	5			
Day bed	30			Stool	3			Brooms and mops bundle	2			
Desk, small or Winthrop	22			Table	5			Cabinet, living	20			
Desk, secretary	25			Table, breakfast	10			Carriage, baby	20			
Footstool, hassock, ottoman				Vaguetable (in)	3			Carriage, doll or folding	5			
Hedgebed	50							Chairs, folding	2			
Lump, floor, table	3			<b>APPLIANCES (Large)</b>				Clothes hamper	5			
Magazine rack	2			Air conditioner, window	30			Col. folding	8			
Organ, electric	60			Dishwasher	10			Golf bag	2			
Piano, baby grand or upright	70			Dishwasher	20			Golf cart/Go cart	3			
Piano, grand	80			Dryer, electric or gas	25			Fan	5			
Spinet	60			Freezer (Cubic capacity)				Fernery or plant stand	10			
Radio, table or phonograph	2			10 or less	30			Foot locker	5			
Sectional, 2, 3, 4 piece	50			11 to 15	45			Heater, gas or electric	5			
Stereo - Hi Fi	10			16 and over	60			Incinerator	10			
Studio couch	50			Marble	12			Linens, cantons	5			
Table, drop leaf or occasional	12			Range, electric or gas	30			Mirrors				
Tables, coffee, end or nest	5			Refrigerator (cubic cap)				Pictures				
Table, library	20			5 cu. ft. or less	30			Power tools				
Telephone stand and chair	5			7 to 10 cu. ft.	45			Rollaway bed	20			
Television combination/color	25			11 cu. ft. and over	60			Rugs, large roll or pad				
Television, table model/color	10			Vacuum cleaner	3			Rugs, small roll or pad				
<b>DINING ROOM</b>				Washing machine	25			Sewing cabinet	2			
Barrel, dishes	15			Washer/dryer combination	30			Sewing machine	10			
Buffet	20							Shopsuit				
Chair, arm	8			<b>PORCH, OUTDOOR</b>				Sled	2			
Chair, straight	5			<b>FURNITURE &amp; EQUIPMENT</b>				Table, card	1			
China closet	25			Bar	15			Tricycle	5			
Server	15			Bar stools	3			Trunk, steamer	10			
Table, dinette	15			Bird bath	5			Trunk, wardrobe	15			
Table, extension	30			Chair, porch	10			TV trays	2			
<b>BEDROOM</b>				Chair, lawn	5			Typewriter	2			
Bed, incl. spring and mattress				Fencing, equipment	5			<b>OTHER ITEMS</b>				
Double	80			Garden hose	5							
Single or Hollywood	40			Glider	20							
Bunk (set of 2)	70			Grill, barbecue, portable	10							
King size/Queen size	70			Gym, outdoor child's	20							
Cantons, clothes	10			Ladder, extension	10							
Chair, boudoir	10			Lawn mower (hand)	5							
Chair, straight or rocker	5			Mower, power	15							
Chaise longue	25			Picnic table	20							
Chair, cedar	15			Picnic bench	5							
Dresser, bureau, chest of drawers, child's or chair	25			Rack, outdoor dryer	5							
Dresser bench	3			Rucker, sewing	15			<b>CONTAINERS PREPACKED</b>				
Dresser, double, triple	50			Sawhorse	10			<b>BY OWNER, e.g.,</b>				
Lamps, floor, table	3			Sitting	20			<b>Footlockers or Trunks</b>				
Table, night	5			Sled, outdoor, child's	10							
Wardrobe, small	20			Sewage, outdoor porch	20							
Wardrobe, large	40			Table	10							
Wardrobe, canon	10			TV antenna	5							
<b>CHILDRENS ROOM</b>				Toddler chair	10							
Bathette	5			Umbrella	5							
Bed, youth	30			Whirlpool	8							
Cantons, clothes	10			<b>PROFESSIONAL ITEMS</b>				<b>Sub total Column 3</b>				
Chair, child's	3			Clothing, miscellaneous				<b>TOTAL Column 1</b>				
Chair, high	5			Instruments				<b>TOTAL Column 2</b>				
Chair, rocker	3			MAHS equipment				<b>TOTAL Column 3</b>				
<b>Sub total Column 1</b>				<b>Sub total Column 2</b>				<b>GRAND TOTAL</b>				
								Summary				
								cu. ft. @ 7 lbs. per cu. ft.				
								Estimated Total Weight				
								lbs.				

DD FORM 1701

EDITION OF 1 JAN 1969 WILL BE USED UNTIL EXHAUSTED

(figure 1-10)

1-37

## CHAPTER 2

### HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

2000. **Purpose and Scope.** This chapter provides guidance and establishes procedures for the worldwide shipment of HHG and UB under TGBL/ITGBL method. The provisions of this chapter apply to all DOD-sponsored HHG and UB shipments.

2001. **Carrier Participation in DOD TGBL/ITGBL Traffic.** To participate in TGBL HHG or UB traffic, the carrier shall:

- a. Possess appropriate authority from a State or Federal regulatory agency, as applicable, to move personal property in interstate, intrastate, or foreign commerce.
- b. Receive approval of the Tender of Service from Headquarters, MTMC. Submit a Tender of Service Signature Sheet (Appendix A, Figure A-1) to Headquarters, MTMC, ATTN: MTPP-C, agreeing to the terms and conditions of the Tender of Service.
- c. Submit an LOI (Appendix B) to the PPSO at each installation to be served.
- d. Be qualified by the PPSO.
- e. File rates or charges for transportation services based on MTMC rate solicitations.

2002. **Equal Opportunity to Compete.** All carriers qualified to participate in the movement of DOD-sponsored personal property shipments shall be given an equal opportunity to compete. The extent a qualified carrier will participate in DOD traffic shall depend on the following:

- a. The geographic areas served by the carrier.
- b. The availability of the carrier's transportation equipment.
- c. The capability of the carrier's agent's facilities.
- d. The carrier's ability to meet the member's requirements.
- e. The competitiveness of the carrier's rates or charges.

- f. The quality of the carrier's performance on previous shipments.

2003. Approval by Headquarters, MTMC.

a. Carriers' Requirements for Approval. In support of a request for approval to Headquarters, MTMC, carriers wanting to participate in DOD-sponsored TGBL HHG and UB traffic shall fulfill the following requirements:

(1) Tender of Service Signature Sheet. The carrier will submit to Headquarters, MTMC, a Tender of Service Signature Sheet (Appendix A, Figure A-1) agreeing to provide service as outlined in the Tender of Service; with all required supporting documentation.

(2) Evidence of Ability to Provide Service. All TGBL carriers shall furnish evidence of their ability to provide service that meets or exceeds the standards established by Headquarters, MTMC. Such evidence shall include but not be limited to:

(a) Evidence that the carrier's agents meet or exceed established agency qualification requirements.

(b) Financial statements certified by a company official for both domestic and international TGBL carriers. (Financial responsibility to include submission by ITGBL carriers of a continuous performance bond due one (1) month prior to its effective date, issued by a surety company listed in Treasury Department Circular 570. The amount of said bond will be no less than \$100,000 or 2.5 percent of the carrier's (principal) gross annual revenue derived from DOD ITGBL shipments the preceding calendar year, whichever is greater.) Both domestic and international TGBL carriers must furnish financial data at the discretion of MTMC considered necessary to assure satisfactory performance and avoidance of carrier/forwarder financial problems including but not limited to the following, individually or in combination:

- Company certified financial statements.
- CPA review (including footnotes) of financial statements.
- CPA audit and opinion (including footnotes) of financial statements.

The form, content, and format of each of the foregoing or combination thereof, is reserved to the discretion of MTMC.

(3) Evidence of Authority. The carrier is required to provide Headquarters, MTMC, evidence of authority by a state or federal regulatory agency.

(4) Approval to Serve a Controlled Country. Carriers requesting ITGBL approval to serve a controlled country shall have an origin agent at one or more personal property shipping installations and a destination agent capable of serving each personal property shipping installation in the controlled country.

(5) Carrier Inspection. A carrier shall certify that all agency facilities, both in CONUS and overseas, have been inspected by an authorized company representative and that those facilities meet their company standards.

(6) Carriers Under CFAC. Carriers under common financial and administrative control will not be approved in the same codes of service for ITGBL traffic. Carriers previously approved for ITGBL service who come under common financial and administrative control shall be considered as one carrier and may retain only a single approval for each code of service.

(7) SCAC. Carriers shall obtain a SCAC from the National Motor Freight Traffic Association before submitting a request for approval. The SCAC shall be used to identify the carrier in the various documents throughout the program.

#### 2004. Headquarters, MTMC Actions.

a. Listing of Approved Carriers. Carriers approved by Headquarters, MTMC, shall be identified in the personal property carrier approvals printout issued by Headquarters, MTMC. Only those carriers named in the printout or supplements and changes shall be used by the PPSO.

b. Adequacy of Carrier Overseas Agency Facilities. Headquarters, MTMC, shall grant approval of a carrier's Tender of Service for ITGBL service to overseas areas listed below, and the carrier shall submit its LOI and agency agreement directly to the appropriate overseas PPSO not later than the designated filing date. Should the agent's facility not be adequate to support services offered, the PPSO shall advise Headquarters, MTMC, of the reasons therefore.

c. Controlled-Rate Areas. The Headquarters, MTMC, has designated certain overseas states, countries, and territories as controlled-rate areas for purposes of the International Personal Property program. Controlled-rate areas have been designated for the purpose of ensuring adequate carrier facilities. A carrier desiring to provide service between CONUS and a controlled-rate area, or between two or more controlled-rate areas, shall be approved in the applicable code or codes of service for each area. Controlled-rate areas are listed below:

(1) Australia

(2) Azores



- (3) Belgium
- (4) Bermuda
- (5) Crete
- (6) Cuba
- (7) Germany, North
- (8) Germany, South
- (9) Greece
- (10) Guam
- (11) Hawaii
- (12) Iceland
- (13) Italy
- (14) Japan-Central
- (15) Japan-North
- (16) Japan-South
- (17) Korea
- (18) Netherlands
- (19) Okinawa
- (20) Panama
- (21) Philippines
- (22) Puerto Rico
- (23) Sardinia
- (24) Scotland
- (25) Sicily
- (26) Spain
- (27) Subic Bay

(28) Turkey

(29) United Kingdom, including Wales

d. Uncontrolled-Rate Areas. Specific country approval is not required by Headquarters, MTMC, for a country or territory not listed in paragraph 2004.c. above. A carrier approved for service to one or more controlled-rate areas may provide service to an uncontrolled-rate area in the code or codes of service for which the carrier is approved. As an exception, certain areas have been designated as DPM-only areas by Headquarters, MTMC. These areas are listed in Chapter 4, paragraph 4002. ITGBL shipment is not authorized from, to, or between DPM-only areas.

#### 2005. PPSO Actions.

##### a. Areas of Operation.

(1) The PPSO may establish areas of operation within their installation's area of responsibility as a basis for qualifying carriers to participate in the movement of personal property. The PPSO may establish multiple areas of operation within the assigned area of responsibility only when it is conducive to better traffic management and approved by the appropriate MTMC area command. Each area of operation shall have specific geographic boundaries that will include a sufficient number of carriers' facilities to provide adequate service at all times. An established area or multiple areas of operation, when established, shall include the installation's total assigned area of responsibility, unless otherwise authorized by the appropriate MTMC area command. The MTMC area commands shall review annually exceptions to areas of responsibility. Problems relating to areas of operation that cannot be resolved by the MTMC area command will be forwarded to Headquarters, MTMC, for resolution.

(2) The PPSO shall announce a new area of operation or a change to a previously announced area, only after receiving the written approval of the appropriate MTMC area command. Problems pertaining to areas of operation that cannot be resolved by the MTMC area command shall be forwarded to Headquarters, MTMC, for resolution.

(3) Shipments originating in an area of operation generally shall be offered only to those carriers qualified to serve that area of operation; however, carriers located at points outside an announced area of operation, but within the PPSO's area of responsibility, shall be offered traffic when in the best interests of the member and the Government. Only carriers approved by Headquarters, MTMC, shall be used. When there are two or more DOD-approved carriers providing service from a geographic location outside an area of operation, the PPSO shall distribute traffic equitably among those carriers.

b. Establishment of RDDs.

(1) During the counseling session, the PPSO shall determine the member's requirements and, with the member, establish a realistic RDD based upon those requirements. In establishing an RDD, the PPSO shall consider all matters affecting the member and the member's shipment, to include but not be limited to the following:

(a) The earliest date the member can release the personal property for shipment.

(b) The member's required reporting date at the new duty station.

(c) Whether or not the member will be taking leave between duty assignments and, if so, for how long.

(d) The estimated time it will take the member to reach the area of the new duty station.

(e) Whether or not the member is assigned to TDY between permanent duty assignments.

(f) The availability of housing at member's new duty station.

(g) The impact of temporary lodging allowances and other related expenses on the total cost of the move to the Government.

(h) Whether or not concurrent dependent travel is authorized.

(i) The method and mode of shipment to be used and the carrier's ability to perform.

(j) The minimum transit time that governs the particular shipment. (See Appendices M, N, and O) These minimum transit times are averages and should not be used exclusively to assign an RDD.

(k) The day of pickup and the day of delivery shall not be scheduled on Saturdays, Sundays or holidays, unless there is a mutual agreement between the member, the PPSO, and the carrier.

(1) When assigning a transit time less than published, the PPSO must advise the origin agent of this at the time of booking and offer the agent the opportunity to accept or refuse the shipment. In order to support this action, the counselor shall annotate/flag the origin shipping file to indicate shipment RDD is less than minimum. The TDR booking clerk will annotate the TDR accordingly. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement.

(2) If, after establishment of the RDD and before the pickup of the shipment, the carrier or PPSO learns the member's needs have changed, the PPSO, with the approval of both the member and the carrier, may establish a new RDD. If the carrier cannot, or will not, accept the revised RDD, the PPSO may reallocate the shipment to another carrier or method.

(3) For shipments moving from a point overseas into NTS in CONUS, the PPSO shall establish the RDD as 90 days from the pickup date. This does not apply to shipments that are to be placed in SIT at destination or shipments marked "Hold for Disposition Instructions."

(4) For shipments moving as Deferred Air Freight Code T (TP-4), the RDD shall be constructed based on the surface transit time for Code 4 as shown in Appendices N and O.

2006. **Transit Times.** Appendices M, N, and O contain instructions for establishing minimum transit times for TGBL shipments. The transit times provided represent the minimum time the PPSO can establish for the movement of a shipment. In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. The transit time shall be measured in calendar days. Saturdays, Sundays and holidays are counted as part of the transit time.

2007. **PPGBL Public File.** Each PPSO shall maintain a PPGBL public file for review by carriers. The public file consists of a printout listing each PPGBL issued by the PPSO. This printout shall be provided quarterly by Headquarters, MTMC. The PPSO shall maintain each printout on file for public inspection for 12 consecutive months.

2008. **Selection of Method and Mode of Shipment.** After the RDD has been established, the PPSO shall select the method and mode of shipment providing the required services to meet the RDD. When the method and mode of shipment have been determined, the shipment shall be tendered in accordance with the provisions of paragraph 2023 for domestic TGBL shipments and paragraph 2024 for ITGBL shipments. When more than one carrier is capable of providing the service at the lowest overall cost, the PPSO shall distribute the available traffic equitably. Paragraph 2022 provides guidance for the distribution of TGBL traffic. When the PPSO determines a shipment should move by DPM, the provisions of Chapter 4 will apply. When the PPSO determines that movement by air is necessary to meet the member's requirements, the following will apply:

a. Army-Sponsored Shipments. For Army-sponsored air shipments, the provisions of AR 55-71, Transportation of Personal Property and Related Services, shall apply.

b. Air Force-Sponsored Shipments. PPSO shall comply with Chapter 9, AFR 75-25. All requests for TP-2 airlift to/from other than hardlift areas will be routed through the applicable Major Command to JPPSO-SAT FT SAM HOUSTON TX/DIR. MILSTAMP advance TCMD clearance documents to the SSCO or overseas ACA for TP-2 shipments to /from other than hardlift areas must include a TH9 trailer card identifying the airlift approval authority (i.e. JPPSO-SAT/DIR 123456Z Jan 89).

c. Navy-Sponsored Shipments. For Navy-sponsored air shipments, the provisions of NAVSUP Pub 490 shall apply. CONUS-originated shipments shall be cleared before offering to carrier/contractor with Navy Material Transportation Office (NAVMTO), Norfolk, Virginia. For overseas-originated shipments, obtain clearance from the appropriate overseas Navy air-routing activity.

d. Marine Corps-Sponsored Shipments. For Marine Corps-sponsored air shipments the Marine Corps policy concerning air shipments of household goods and unaccompanied baggage is contained in the Marine Corps Transportation Manual, MCO P4600.7C Para 2021.

2009. Port Selection for Code 5 Shipments. Code 5 shipments do not require export traffic releases (ETRs); shipments will be handled as prescribed by Chapter 4, MILSTAMP (DOD 4500.32-R). Shipments will be routed to military terminals designated by Appendices H and I, MILSTAMP.

2010. ITGBL Shipments Entering the DTS.

a. The PPSO will assign a TCN to each ITGBL personal property shipment entering the DTS.

b. A TCMD will be prepared for all ITGBL Code 5/T household good shipments in accordance with DOD 4500.32R. A TCMD will not be prepared for Code J unaccompanied baggage shipments.

c. After the TCMD is assembled, the PPSO will offer the shipment for clearance before booking the shipment with a carrier. A clearance is required on all Code 5/T shipments. A clearance is not required on Code J shipments. The PPSO clears a personal property shipment by sending advance TCMD data to appropriate clearance authority. The PPSO may estimate the pieces, weight, and cube on the advance TCMD submitted to the responsible SSCO or clearance authority in situations when obtaining actual data would delay transmission of TCMD data beyond the specified clearance time frame. A good gross weight estimate can be obtained by adding 40 percent to the estimated weight. Cubic measurement can be obtained by multiplying .015 (lbs) times the gross estimated weight. PPSOs will not delay providing the carriers with a PPGBL pending receipt of the actual or estimated pieces, weight, and cubic data. All PPGBLs will be submitted to the carriers before the agreed time of pickup.

d. Personal property shipments are considered cleared if the clearance authority has not challenged them by the hour/day entered in the advance TCMD date shipped field. The only exception is for shipments by TP-4. For shipments moving by TP-4, the shipper will submit the advance TCMD data to the ACA as for any other shipment. Unlike other air shipments, a TP-4 shipment will not be released to an ITGBL carrier until specifically approved by the ACA.

e. The PPSO shall provide the origin carrier with three copies of the TCMD. The carrier shall be instructed to insert the actual pieces, weight, and cube of the shipment on the TCMD.

(1) Place one copy, together with a copy of DD Form 1299 and a copy of the member's orders, in the waterproof pouch on the Number 1 container of the shipment.

(2) Surrender one copy to the military ocean or air terminal at the time of delivery. This copy is not required at CONUS MAC air terminals for CONUS outbound shipments that have been cleared by the appropriate SSCO.

(3) Retain one copy for the carrier's files.

#### 2011. Shipment of UB by Mail.

a. The PPSO is authorized to ship UB by parcel post, airmail, military official mail, or surface mail. Shipment by mail shall be made only when delivery will occur on or before the RDD and when mail is the cost effective method consistent with the member's requirements. Baggage must meet the specifications of the U.S. Postal Service.

b. The PPSO shall maintain records of UB mail shipments using DD Form 1299. One copy of the DD Form 1299 shall be provided to the member at origin. The cost of insuring mail shipments will not be paid by the Government. A second copy of the DD Form 1299, annotated to show the number of pieces, weight, and date mailed, together with a copy of the member's orders, shall be forwarded to the destination PPSO.

c. The use of the DD Form 1299 should not be viewed as optional and it is important that member be provided a copy as a receipt for property shipped. A copy of the member's orders shall be placed inside each piece of UB mailed.

2012. Receipt for UB. When a member delivers UB to the PPSO for shipment, the PPSO shall prepare an original and one copy of DD Form 1796, Receipt for UB (Figure 2-1). The member will be provided the original DD Form 1796 and the copy will be retained by the origin PPSO. Local reproduction of DD Form 1796 is authorized for Army activities. DD Form 1796 is available through normal forms distribution channels for other military services. This form will be used when DD Form 1299 cannot be executed or turn in is through other than PPSO channels.

**2013. Retrograde UB Without Final CONUS Destination.**

a. When the member cannot provide a final CONUS delivery address for a UB shipment from overseas to CONUS, the PPSO shall substitute the notation "Hold for Storage in Transit" for the final delivery address on shipment markings and documentation. Such shipments shall be moved only by DPM and shall be consigned to the nearest of the following military ocean terminals:

- (1) Military Ocean Terminal, Bayonne, New Jersey.
- (2) Military Ocean Terminal, Bay Area, Oakland, California.

b. The origin PPSO shall annotate advance shipping documents provided to the destination military ocean terminal with the member's leave or contact address. The member shall be directed to provide the final destination address directly to the military ocean terminal, or through the nearest PPSO, once the final destination has been established.

**2014. Carrier Responsibilities After Approval by Headquarters, MTMC.**

a. Submission of LOI. A carrier approved by Headquarters, MTMC, shall submit a LOI, containing pertinent information prescribed in Appendix B, to the PPSO of each activity where participation in DOD traffic is desired. After initial acceptance of a valid LOI by the PPSO, the PPSO shall require an amended LOI only when one or more of the following circumstances arise: (a) change of address, telephone number, or telex number and/or (b) grant of additional type of service approval, e.g., domestic or international HHG or UB.

(1) **CONUS:** The carrier's LOI, when applicable, shall identify enclosures as: Enclosure 1, Map Reflecting Domestic Operating Authority; Enclosure 2, The Name(s) of Interlining Carriers used within CONUS or Areas Served by Use of Such Carriers Through Joint Carriage Arrangements. The carrier, by submission of an LOI filed at PPSOs within CONUS certifies that an agency agreement is in effect between the carrier and the agents listed therein. A valid LOI shall be filed with and accepted by the PPSO before individual rate records for interstate traffic and tenders for intrastate traffic can be filed with MTMC for acceptance and distribution to the PPSO. LOIs filed at installations that service more than one rate area do not require coverage of all rate areas within the PPSO's area of responsibility. For example, a carrier wanting to serve US88 (California-South) must also file an LOI at MCAS, Yuma, AZ, to cover Winterhaven, CA. However, the LOI at Yuma does not have to cover Arizona if the carrier doesn't wish to serve US79 (Arizona).

(2) **OVERSEAS:** The carrier's LOI, when applicable, shall identify enclosure as: Enclosure 1, Carrier's Certificate of Agency Agreement. A carrier filing an LOI with PPSOs in a controlled country shall submit a Certificate of Agency Agreement signed by an authorized representative of

their company and the overseas agent, at which time the actions outlined in paragraph 2015 shall be accomplished. A valid LOI shall be filed with the PPSO not later than the initial filing deadline specified in the applicable ITGBL traffic management and rate procedures. Prior to filing rates, a carrier must have a valid LOI on file at each PPSO within the rate area for which rates are filed. LOIs filed at installations that cover more than one rate area must indicate whether the service will be for "all" of the PPSO's area or specifically indicate which area to be served. The LOI must have been accepted by the initial filing date of that particular cycle.

b. **Verification of LOI (CONUS/Overseas):** The LOI must have been accepted and retained on file by the initial filing deadline date of that particular cycle. At the time of LOI verification, PPSOs will take the following action if the carrier does not have an LOI on file:

(1) Deny that carrier traffic.

(2) Advise the carrier's home office that there is no record of an accepted LOI, and inform the carrier it has 7 calendar days to provide proof of an accepted LOI. Carrier's response must include date LOI was submitted, date accepted and by whom, and the name of local agent.

(3) Notify MTPP-C by message if the carrier cannot prove within the 7-day time frame that it has a valid LOI on file.

c. **Withdrawal of LOI:** The PPSO shall immediately notify Headquarters, MTMC (MTPP-C) and the responsible MTMC area command or overseas component by message if a carrier withdraws a previously accepted LOI. The notification shall include the names of the carriers and agents involved and the reasons for the action.

d. **Multiple Agents Listed in the LOI.** A carrier's LOI may list as many local agents as the carrier desires. In the interest of maintaining good relations as well as providing sufficient SIT capability, the PPSO will inspect the facilities of all agents listed on the LOI. A carrier with multiple agents will designate separate agents for booking purposes and as a single point of contact for domestic HHG and UB or the carrier may designate a single agent for all codes of service. When more than one agent is listed in the LOI, the carrier will indicate a specific agent to serve as a booking agent and for contact purposes, in which case the equitable distribution of traffic among the agents listed is the sole responsibility of the carrier. When the corporate structure of a carrier prohibits the designation of a specific agent for contact purposes, the PPSO will consider the first agent listed thereon as the booking and contact agent. When multiple agents are listed on the LOI, and the booking agent is disqualified, the carrier will be placed in nonuse until the agent deficiency has been corrected or the agent removed from the LOI.



e. General Agents. The use of general agents will be restricted to very limited situations. A general agent will not engage in operations for the purpose of booking shipments. Carriers having more than one agent serving an overseas PPSO may use a booking agent provided that agent operated solely within the confines of the PPSO's defined area of responsibility and further provided that the booking agent is a DOD approved local working agent. PPSOs, however, may waive the agent location provided the agent is a local working agent which can provide responsive acceptable service to the PPSO concerned.

f. Carrier or Agent Facilities Requirements.

(1) A carrier desiring to participate in TGBL/ITGBL HHG and UB traffic shall have satisfactory agency facilities. A minimum of 2,000 cubic feet of storage space must be available for TGBL traffic. For ITGBL traffic, 2,000 cubic feet of storage space is required for each carrier represented up to a minimum of 8,000 cubic feet for four or more carriers. This space shall be exclusive of working space, fire aisles, overhead clearances, or access ways. If the carrier's agent also participates in agreements with other DOD-approved carriers, the minimum 2,000 cubic feet of space available for DOD storage shall be required for each DOD-approved carrier represented by the agent. Door access shall be adequate to handle safely the largest containers of any or all DOD-approved carriers represented.

(2) Office facilities shall accommodate the minimum personnel force required and shall include sufficient private business telephone lines to properly service all DOD-approved carriers represented by the agent. A minimum of two private business telephones is required when an agent represents two or more DOD carriers.

g. Carrier or Agent Equipment Requirements. The carrier or the carrier's agent shall maintain sufficient and suitable vehicular equipment available for local use in the pickup and delivery of DOD personal property shipments. Vehicular equipment may be either closed, weathertight vans for loose stowed personal property or open flat-type equipment for containerized shipments. The vehicles may be owned by the carrier or agent or leased under a long-term agreement. Closed weathertight vans shall have a minimum of 1,000 cubic-foot capacity. Open vehicles shall have a minimum bed length of 16 feet. Two or more smaller vehicles that together equal the preceding requirements are acceptable. For every two pieces of non-self propelled-equipment, a minimum of one tractor is required.

(1) A minimum of two vehicles is required for the first domestic TGBL DOD-approved carrier represented. A minimum of three vehicles will enable the agent to represent the maximum allowable number of domestic TGBL carriers.

(2) In addition to the requirements in paragraph 2013.e.(1) above, one additional vehicle is required for every two ITGBL carriers represented by the agent. However, after the requirements are met for the first four ITGBL carriers additional vehicles are not required.

(3) Those agents of DOD-approved carriers offering containerized service shall maintain at least one mobile lifting device (such as a forklift) capable of handling a minimum of 4,000 pounds at 24-inch center.

h. Carrier or Agent Personnel Requirements. A minimum personnel force shall be maintained as follows:

(1) Packer/Warehouseman/Driver. A minimum of two personnel qualified and assigned to this category shall be maintained on a regular and continuing basis for the first DOD-approved carrier represented. For every two additional DOD-approved carriers represented, one additional such employee shall be continually employed.

(2) Administrative Personnel. The carrier's office or the carrier's agency office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for the provision of services. One employee with such authority is required for one to three DOD-approved carriers represented. One additional employee with such authority is required when more than three DOD-approved carriers are represented.

(3) English-Speaking and -Writing Employee. All carriers or their agents shall have an English-speaking and writing employee available at the member's residence all times during the packing or unpacking of shipments. The agent shall also have a full-time English-speaking and working employee reasonably available during normal working hours at the administrative office of the agent.

i. Multiple Use of Agent's Facilities.

(1) The facilities provided by an agent for use by one or more DOD-approved carriers shall be separate and independent of the facilities of any other agent. When more than one agent occupies the same warehouse facility, there will be a separation by solid wall of permanent-type construction.

(2) An agent will not be permitted to subdivide a facility into additional agencies in order to circumvent the limitations on carrier representation indicated above. All agencies shall be separately organized by incorporation or other legal instrumentality, and there will be no combining of equipment, personnel, or facilities. Once an agent's facility has been inspected and accepted by the PPSO, no portion of that facility will qualify as a new agency for additional carriers unless specifically approved by Headquarters, MTMC.

2015. PPSO Actions Upon Receipt of the LOI.

a. Acknowledging Receipt of the LOI. The PPSO shall acknowledge receipt of each letter of intent as follows:

(1) CONUS: Letter of intent shall be submitted by registered mail, certified mail/return receipt requested, or hand delivered to the PPSO. If submitted by registered or certified mail the PS Form 3811 will serve as notification of receipt of the letter of intent. If hand delivered, the letter of intent will be submitted in duplicate with one copy being stamped and returned to the carrier.

(2) OVERSEAS: Letters of intent shall be submitted in duplicate either by regular mail or hand delivered. In both instances the PPSO shall acknowledge the letter of intent by date stamping and returning one copy to the carrier. An incomplete or incorrect letter of intent will be returned by the PPSO with an explanation to the carrier.

b. Acceptance or Rejection of the LOI. Within 10 working days of completion of the initial inspection, the PPSO shall determine whether or not the carrier has met all requirements and shall advise the carrier, in writing, of the acceptance or rejection of the LOI.

(1) When the carrier's LOI is accepted, the PPSO's letter shall state the effective date of acceptance.

(2) When the carrier's LOI is rejected, the letter clearly shall state the reason or reasons for rejection. The LOI and all supporting documentation submitted by the carrier shall be returned.

2016. Carrier's Appeal upon Rejection of the LOI. A carrier notified that the LOI was rejected has the right to appeal the decision or request further consideration after correcting deficiencies. The PPSO shall make every effort to resolve these appeals at the local level. Appeals that cannot be resolved by the PPSO shall be referred to the appropriate MTMC area command or overseas component or designated representative. If the appeal cannot be resolved at that level, the file shall be referred to Headquarters, MTMC, for resolution. In all such cases, the decision of Headquarters, MTMC, shall be final.

2017. Inspection of a Carrier's Facilities and Equipment. The reinspection of a carrier's facilities and equipment, for the purpose of accepting a new LOI, is optional if they have previously been inspected and approved by the PPSO or RSMO. However, the LOI shall be accepted or rejected within 30 calendar days of receipt.

a. CONUS: For carrier facilities located within CONUS not previously approved by the PPSO or RSMO, the PPSO shall return the original LOI and advise the carrier that the cognizant RSMO has been requested to perform an initial facility inspection. Additionally, the carrier should be advised that the LOI can be resubmitted only after inspection and approval of the facility by the RSMO. The PPSO shall notify the RSMO by telephone and request that a preaward survey of the carrier's facilities and equipment be scheduled. This

request shall be followed up within 10 working days by a written request. The PPSO shall include a copy of carrier's LOI or other document that initiated the inspection requirement. The cognizant RSMO shall contact the PPSO and carrier/agent with advice on preinspection requirements and shall establish a mutually acceptable inspection date. Only warehouses equipped with an automatic (supervised or unsupervised sprinkler system or supervised fire detection and reporting system shall be approved. Fire protection systems shall meet the requirements for insurance rate credit by a recognized fire insurance rating organization. Written evidence of the recognition of an installed fire protection system shall be obtained by contractor/agent from cognizant fire insurance rating organization through the insurance company. RSMO shall use the format prescribed in Appendix G for verification. Periodic inspection by the DOD representative shall verify that the warehouseman is having the system properly maintained. Upon completion of inspection, the RSMO shall notify the PPSO and carrier in writing whether the facility is approved or disapproved.

(1) For initial inspection, the following actions shall be taken. The cognizant RSMO shall perform all initial preaward surveys (DD Form 1811, Figure 2-2) of a carrier or carrier's agent facilities, located within CONUS. The RSMO inspection official shall use the preaward survey guidelines and record the inspection results on a DD Form 1811. PPSO receipt of LOIs that reflect a facility not previously accepted into the personal property program shall notify immediately the cognizant RSMO by telephone of the requirement for a preaward survey of the carrier's facility. This request shall be followed up within 10 working days by a written request. The PPSO shall include a copy of the carrier's LOI or other document received from the carrier/agent that prompted the facility inspection. This procedure also applies to all carrier and agent facilities that are seeking approval to participate in the storage of DOD shipments.

(2) Normally, RSMO inspectors shall visit each PPSO's area of responsibility once every 120 days. New facilities shall be inspected during these scheduled visits. Unscheduled inspections shall be conducted by the RSMO when the PPSO has demonstrated a need for additional carrier or storage resources. All unscheduled inspections shall require coordination and prior approval of the appropriate military service headquarters. Upon approval, the cognizant military service headquarters shall notify Headquarters, MTMC, and shall request that an inspection be scheduled. For planning purposes, the PPSO should notify the RSMO that a request for an unscheduled inspection has been submitted to their military service headquarters. The RSMO shall advise the PPSO and carrier/agent of the scheduled inspection date. Facilities shall be inspected at the earliest possible time.

(3) A representative of the PPSO shall accompany the RSMO inspecting official on all initial preaward survey inspections. The RSMO shall release all documents and records for those facilities that are inspected and approved to the PPSO for maintenance and use during future facility inspections. The RSMO approval is for the facility only and does not involve a review of the agent/carriers qualifications. Agency approval is at the discretion of the

PPSO upon receipt of the facility approval from the RSMO. When facilities fail to meet entry standards for participation in the program, the RSMO shall notify the cognizant PPSO and carrier/agent of the discrepancies. When carrier facilities are located outside CONUS (excluding Alaska and Hawaii), the guidelines in Appendix K shall be used and inspection results shall be recorded on a DD Form 1811.

(4) Carrier's facilities and equipment used for SIT only shall be inspected by the PPSO or their representative at least once every 6-months following the initial inspection, and the results shall be recorded on the Warehouse Inspection Record, DD Form 1812, using the instructions contained in Appendix K and Chapter 6, paragraph 6002.f. However, if a carrier's facility is located 100 or more miles from the cognizant shipping office and the facility's historical record indicates a total volume of 25 or less shipments yearly, annual inspection may be performed. The PPSO shall annotate the carrier's/agent's file indicating that the above criteria have been met and annual inspections are appropriate.

(a) When made aware of problems or deficiencies involving the carrier's facilities and equipment, the PPSO shall perform inspections as often as deemed necessary.

(b) PPSOs shall conduct a yearly review of historical records of those facilities that are being inspected annually. When it is determined the volume has increased to 26 or more shipments yearly, the PPSO shall begin to schedule semiannual inspections. The next inspection shall then be performed within 6-months and continue on a once every 6-month basis.

(c) PPSOs shall provide the RSMO a copy of any storage inspection independently conducted when deficiencies are detected and when the facility is used in the NTS program. The RSMO contracting officer shall inspect those facilities used for both SIT and BOA storage. Prior to performing inspection, the RSMO contracting officer shall provide the PPSO notice of the scheduled date for inspection. Upon arrival in the area, the RSMO contracting officer shall contact the PPSO to discuss current problems with BOA storage and SIT warehouse operations. The PPSO shall determine whether it is considered necessary or practical to have a representative accompany the contracting officer or the contracting officer's representative. When joint inspection is not made, RSMO shall advise the PPSO as provided in Chapter 6, paragraph 6002.g., of the SIT and BOA deficiencies found. The PPSO may accept the RSMO contracting officer's report without making periodic inspections except when the PPSO has reason to believe that the carrier's operations are substandard. However, when the RSMO contracting officer reports SIT deficiencies that indicate action is warranted, the PPSO shall use the RSMO contracting officer's report as a basis to place the facility in an ineligible status for further SIT services. The PPSO shall, at all times, keep the RSMO contracting officer apprised of actions taken against the carrier involving facilities used for SIT and BOA storage. When an

independent inspection is conducted by the PPSO and the facility is placed in an ineligible status, the PPSO shall provide the RSMO a copy of the report. The RSMO shall immediately place the facility in an ineligible status for NTS and notify other user activities.

(5) Initial inspections for approval of SIT facilities and equipment are not required when previous approval has been granted by the RSMO for storage under the BOA. When reinspection of dual-use facilities results in RSMO approval for continued use for BOA storage, the appropriate PPSO shall be furnished a form letter by the RSMO stating whether or not the warehouse is suitable for SIT. This form letter may be used by the PPSO as a basis for SIT inspection approval instead of the 6-month reinspection periods. When the RSMO inspections results in a dual-use facility being declared ineligible for BOA storage, a copy of the inspection report shall be furnished to appropriate PPSO. The PPSO shall then disqualify the agent for further SIT service.

b. **OVERSEAS:** For carrier facilities located outside CONUS (excluding Alaska and Hawaii), the PPSO shall conduct a preaward inspection of the facilities and equipment using the guidelines outlined in Appendix G and record the inspection on a DD Form 1811. Fire protection standards shall be established by the theater commander. The carrier shall be advised of the inspection results (acceptance or rejection) or of new inspection requirements by the PPSO as indicated and shall submit a new LOI if required. Facilities currently approved on the fire content rate basis shall be retained and utilized by the PPSO.

(1) When, in the PPSO's opinion, an exception to the established fire protection standards should be granted to a particular carrier's or agent's facility, the PPSO shall request an exception from the appropriate MTMC overseas component or designated representative. An information copy of the exception request shall be forwarded to the PPSO's military service headquarters. The exception request shall contain, as a minimum, the following:

(a) A detailed description of the type and construction of the building or buildings involved.

(b) The reason or reasons the building or buildings will not meet currently established fire protection standards.

(c) Availability of fire fighting equipment and water supply, that is, the distance, in miles, to the nearest continually staffed fire station and the distance, in feet, to the nearest operational fire hydrant.

(d) A description of the actions being taken by carrier or agency management to qualify the building or buildings under current fire protection standards.

(e) An assessment of the impact on local carrier capabilities and the storage program.

(f) The recommendation by the PPSO.

(2) HHG.

(a) If the agent's facility is in an approved status, the PPSO may accept the LOI without further inspection. If the agent's facility is not currently approved, the PPSO shall inspect the facility and approve or disapprove it. Should the agent's facility not be adequate to support services offered, the PPSO shall retain the carrier's LOI and advise Headquarters, MTMC, of the reasons therefor.

(b) If the carrier finds it necessary to change agents, the carrier shall advise the PPSO. The PPSO may accept the revised LOI or certificate of agency agreement when the agent's facility is approved. If the agent's facility currently is not approved, the PPSO shall inspect the facility and approve or disapprove it. Should the agent's facility not be adequate to support the services offered, the PPSO shall advise Headquarters, MTMC, of the reasons therefore.

(3) UB. Agent facilities of ITGBL carriers approved and qualified by MTMC for participation in the shipment of UB shall be inspected by the PPSO and approved or disapproved. Should the agent's facility not be adequate to support services offered, the PPSO shall advise Headquarters, MTMC, of the reasons therefore.

(4) The carrier's agent shall possess a copy of the Tender of Service, including all published changes. The possession of these documents shall be verified during the initial inspection and all subsequent reinspections.

(5) The PPSO shall follow the preaward survey guidelines (Appendix G) when making the initial inspection. The results of the inspection shall be recorded on the Preaward Survey of Contractor's/Carrier's Facilities and Equipment, DD Form 1811.

**2018. Actions to Be Taken When Deficiencies Are Discovered in a Facility.** Upon discovery of deficiencies in either or both SIT or NTS facilities, the agent or contractor shall be encouraged to correct those deficiencies during the inspection. In each instance, the improper storage methods shall be annotated on the DD Form 1812 (Figure 2-3) and shall be part of the BOA contractor or agent performance record. Depending on the severity of the deficiencies, as determined by the scored elements on the DD Form 1812, Warehouse Inspection Report, the following actions apply:

a. When the inspection reveals the failure to exercise proper security measures such as inadequate locking devices, insecure access points, or structural discrepancies such as broken doors, windows or walls, the PPSO shall immediately place the facility in an ineligible status, notify the RSMO, and place the carriers represented by the agent in a nonuse status. The nonuse status shall remain in effect until written confirmation is received by the PPSO indicating the corrective action taken and a reinspection of the facility has been conducted by the PPSO or RSMO. Generally, violations listed on the DD Form 1812, Part 5a and c would be reasonable cause to immediately place the facility in an ineligible status.

b. If, in the PPSO's opinion, the deficiencies are of a nature that stored DOD shipments may be damaged or contaminated, the PPSO shall immediately place the facility in an ineligible status and notify all carriers involved. The carriers shall remove the property to a warehouse approved by the PPSO. The cost of removal shall be at the expense of the carrier and at no expense to the Government or the member. Generally, when a facility receives a quality control rating of 17 or more points on the DD Form 1812, the PPSO should immediately place the facility in an ineligible status. Relocation of shipments will be based on the potential and probable loss and/or damage if they were allowed to remain in the facility.

c. If, in the PPSO's opinion, the deficiencies cannot be corrected immediately but DOD shipments are properly protected, the property shall not be removed to an alternate warehouse facility. The agent, and all carriers represented by that agent, shall be notified by certified mail, return receipt requested, of the deficiencies and shall be given 10 days from the date of the inspection to correct those deficiencies or to implement corrective action. If the agent fails to correct satisfactorily the deficiencies within 10 days from the date of inspection, the agent shall be placed in an ineligible status and all carriers represented by that agent shall be placed in a nonuse status. These actions are generally taken when a facility receives a quality control rating of 9 to 16 points on the DD Form 1812.

d. If the agent is in an ineligible status and all deficiencies are corrected within 30 days from notification, and verified in writing by a follow-up inspection, the carrier shall be restored to the appropriate TDRs in accordance with paragraph 2033.b.(2). If a deficiency remains uncorrected beyond 30 calendar days from the date of notification, the carrier's LOI shall be returned.

#### **2019. Agency Ineligibility Appeals.**

a. It is the agent's right to appeal placement in an ineligible status. The agent's appeal shall be submitted to the PPSO that imposed the ineligibility and shall be postmarked not later than 30 calendar days from the date the ineligibility was imposed. The agent's appeal shall be factual and address the reasons why ineligibility action was not appropriate.



b. Every effort shall be made by the PPSO to resolve appeals at the installation level. If the appeal is accepted, the PPSO shall issue a letter of retraction to the agent and shall return all affected carriers to the appropriate TDRs without loss of tonnage. If necessary, sufficient shipments shall be offered to return a carrier to the relative TDR position held at the time he became ineligible for handling shipment. If the appeal is denied, the PPSO shall inform the agent in writing of the reasons for the denial. The agent also shall be informed that a further appeal may be made to the appropriate MTMC area commander, overseas component, or overseas commander. The PPSO's response to the agent shall be made not later than 15 working days from the date the appeal is received.

c. Appeals that cannot be resolved by the appropriate MTMC area commander, overseas component, or overseas commander shall be forwarded to Headquarters, MTMC, ATTN: MTPP-Q, who shall resolve the appeal with the cognizant military service headquarters.

2020. Carrier Representation by Agents. For the movement of HHG originating in a state or the District of Columbia to be delivered to another State or the District of Columbia or to be delivered to a point overseas, the following restrictions apply:

a. Domestic Interstate HHG.

(1) A local agent may represent four DOD-approved carriers/forwarders. No more than two may be regulated freight forwarders.

(2) Exceptions to Carrier/Agent Limitations. The responsible MTMC area command may grant an exception to those numerical limitations when such an exception would be consistent with the program's effective management and when the agent meets the additional requirements prior to representation of the fifth carrier. An additional 2,000 cubic feet of warehouse storage space and one additional vehicle are required. Approval of a fifth carrier is subject to the limit of two regulated freight forwarders per paragraph 2020.a.(1) above.

(a) The agent desiring an exception to the carrier agent limitations shall submit a written request for exception to the responsible PPSO. The PPSO shall assess the agent's capability to represent a greater number of carriers. The PPSO shall provide comments, stating why the agent should be granted the exception or reasons why the exception is not recommended. The PPSO shall cite the benefit to be realized by the installation, the agent's capability to represent another carrier based upon performance, and the verification of the agent's meeting the additional requirements above. The agent's request and the PPSO's recommendation shall be forwarded to the appropriate MTMC area command.

(b) The MTMC area command shall review both the agent request and the PPSO recommendation and decide if an exception is warranted. If the MTMC, area command, approves the exception request, the agent shall be notified by letter through the PPSO. If the exception is disapproved, the entire case and the reasons for disapproval shall be returned through the PPSO to the agent. The agent will be afforded an opportunity to provide any additional information in rebuttal to the decision, however, the carrier must do so within 10 days through the area command to Headquarters, MTMC. If, in review of the additional information provided by the agent, Headquarters, MTMC, reverses the decision, the agent shall be notified by letter through the MTMC area command and PPSO. In either case Headquarters, MTMC decision is final.

b. Domestic Intrastate HHG. To move HHG originating in a State, to be delivered to a point in that same State, an agent may represent only one DOD-approved carrier. When an agent offers intrastate HHG service as a DOD-approved carrier, that agent may not represent any other carrier offering the same service.

c. ITGBL HHG & UB. There are no restrictions pertaining to an agency location within CONUS or overseas. Acceptance of a carrier's agent is contingent upon whether the agent can provide the PPSO with responsive service. The PPSO must make this determination and has the authority to make the final determination regarding representation and location of a carriers agent. When service provided by an agent is not responsive, the PPSO, with the concurrence of the appropriate MTMC area command, overseas component, or overseas representative may place a limit on the number of carriers that an agent may represent. Further, Headquarters, MTMC, with the advice of the MTMC overseas component shall ensure that the number of carriers represented by any single overseas agent does not exceed the agent's capability.

d. CFAC: Carriers under CFAC and not in competition for ITGBL traffic in the same code of service are considered one carrier for carrier or agent representation purposes.

#### 2021. Loss of Agent.

a. General. When notified by an agent that it will no longer represent a carrier, the PPSO will advise the carrier of loss of agent by registered mail (return receipt requested) or electronic mail, advising that the carrier has 30/45 days from the date of the letter or electronic transmission by the PPSO to obtain representation. If the carrier fails to obtain agent representation at the end of the specified period, the carrier's LOI will be returned by the and the carrier placed in nonuse.

b. Domestic Program. The PPSO will return the LOI if the carrier fails to respond within 30 days.

c. International Program. The PPSO will return the LOI and place the carrier in nonuse if the carrier fails to respond within 45 days. The PPSO will notify MTPP-CI, by message, with an information copy to the cognizant area command or overseas component, of the nonuse action and will specify which rate area(s) are affected. MTPP-CI will then notify all PPSO in the affected rate area that the carrier has been placed in nonuse. PPSO will place the carrier in nonuse as outlined below:

(1) Loss of CONUS Agent. Carrier is placed in nonuse outbound from the rate area affected.

(2) Loss of Overseas Agent. The nonuse shall be for all traffic to and from the affected rate area except where carriers have separate origin and destination agents. In those cases, the nonuse shall be for origin or destination traffic only. The PPSO shall advise MTPP-C that the carrier has separate origin or destination agent capability at the overseas installation.

## 2022. Traffic Distribution.

a. Format. A recommended format for the TDR is provided in Figures 2-4 and 2-5. These formats may be reproduced locally. Any other TDR format used shall contain all information prescribed in this regulation. Preprinted cards or visual file systems may be used to record the required tonnage distribution data at large-volume installations. The following symbols are to be used when posting to the TDR:

- (a) A - Adjustment
- (b) B - Identification & Audit Trail--Short Notice Shipments
- (c) D - Disqualified Agent
- (d) DQ - Disqualification by HQMTMC
- (e) I - Interline
- (f) JC - Joint Carriage
- (g) N - Nonuse
- (h) NC - No Charge
- (i) O - Overbooked
- (j) P - Member's Preference
- (k) R - Refusals
- (l) S - Suspended
- (m) U - Traffic Denial
- (n) Z - Short Notice Shipments

b. Entering Shipment Weight on the TDR. There are two weight columns on the TDR--one marked "estimated weight" and the other marked "cumulative weight." The "estimated weight" entry will be the estimated hundredweight of the tendered shipment. The weight entered in the "cumulative weight" column is the previous cumulative weights of shipments tendered, plus the estimated weight of the shipment now being offered.

c. Member Preference for Carrier. The PPSO shall honor a member's preference for a carrier if the carrier is in the lowest overall rate group consistent with equitable distribution and sound traffic management. The member's preference shall not be honored if awarding the shipment would cause the 20,000 pound differential to be exceeded. If the carrier is at a higher rate level, but otherwise eligible, member may pay difference, if desired. A request by the member not to use a carrier because of prior unsatisfactory service shall be honored if another carrier is able to move the shipment at the same overall cost. When a "member preference" carrier is awarded tonnage the TDR shall be annotated with a "P" to identify that this is an authorized exception to the procedures for awarding tonnage.

d. Shipment Terminations.

(1) As stated in Paragraph 14 of the Tender of Service, when a carrier, through their fault or the fault of their agent, either ships the wrong property or all or a portion of a shipment is sent to the wrong destination, the carrier is responsible for the return of the erroneous shipment and movement of the correct property to the member's destination at the carrier's expense. Movement will be by an expedited method if the member is in need of the property. The carrier will coordinate member need and method of movement with the destination PPSO prior to shipment. The carrier will not be responsible for movement costs for shipments released in error by a NTS contractor, DPM contractor, PPSO, owner or owner's agent.

(2) The Government reserves the right to terminate the shipment at any point in the pipeline prior to delivery and to arrange for onward movement to destination if the carrier is nonresponsive to the procedures outlined in para (1) above or if a shipment becomes frustrated at an origin or destination agent's or port agent's facility due to:

(a) Nonpayment of charges by the ITGBL carrier whereby the shipment is being detained by the ocean or motor carrier either aboard a vessel or within an ocean or motor terminal.

(b) Nonpayment of port agent's fees and/or charges by a carrier whereby the shipment is being detained at a port agent's facility by a port agent.

(c) Detention of a shipment at an origin/destination local agent or any reason relative to carrier-agent disputes.

(d) Nontraceable or nonavailable documentation attributable to the fault of the carrier or its agents.

(e) Port congestion resulting from the inability of the port agent and/or carrier to book and clear shipments in a timely manner.

(f) The carrier is unable to perform in such manner as to deliver on or before the RDD.

(3) In any of the above or similar instances whereby the carrier cannot meet performance standards, the Government will terminate the shipment, obtain release of the shipment from the agent, port agent, ocean or motor carrier (as applicable), pay any charges necessary to release the shipment and retender the shipment to another carrier. Shipment may be moved via an expedited method if the member is in dire need of the property. However, member need and method of shipment should be coordinated with the destination PPSO prior to use of an expedited mode. The carrier will be liable for all costs incurred by the Government which are excess to those which would have been incurred if the carrier had maintained total through-movement of the shipment. The PPSO will send a computation of excess costs expended to complete movement to the applicable finance center for set-off action against the carrier.

(4) The carrier will be paid up to the point of termination in accordance with rates and charges in the rate solicitation. Original carrier's containers will be made available to the original carrier by the new carrier at destination.

(5) In the case of port agents, the ocean bill of lading/manifests must identify all DOD-sponsored shipments. Such shipments are subject to release to the DOD upon demand and subject to the payment of any applicable fees and charges. This must be reduced to a written binding agreement between the carrier and agent.

e. ITGBL Container Requirements.

(1) The PPSO shall distribute ITGBL traffic only to carriers using containers that conform to approved standards. All containers shall be in good condition and shall be constructed of fiberglass, wood, or metal; or a combination of fiberglass, wood, or metal, all of which shall be caulked and sealed for weatherproofing. Containers and overflow boxes, when used in door-to-door service, shall be packed at origin residence unless an exception is authorized by the PPSO and annotated on the shipment records file. In the case of an exception, all items shall be listed on the inventory and annotated that items will be containerized at warehouse. The provisions contained in MIL-STD 1487, "Performance Testing of Commercially Owned Containers," shall be used regarding containers in the following categories:

(a) Containers not in the program or not approved by MTMC.

(b) Containers approved by the MTMC, but whose design specifications have been changed since approval.

(c) Containers of new design or material before entry into the program.

(2) Carriers are required to have an adequate supply or access to containers in order to serve all shipments within their designated share of traffic. Failure to provide sufficient containers renders the carrier's service nonresponsive to DOD needs. Before taking action against carriers, the PPSO must verify the local nonavailability of containers by:

(a) Determining if a pattern of selectivity or repeated refusal of shipments is due to the lack of containers.

(b) Discussing container shortages with the carrier and/or agent involved.

(c) Ascertaining if the container shortage is short term (i.e., 10 days) or if the carrier has taken actions to gain access to containers. When the shortage is determined to be short term, the PPSO may consider requiring the carrier to utilize Government-owned containers (GOCs) based on the local availability. When the carriers are out of containers and cannot or refuse to purchase them locally, they are required to accept GOCs. When carriers use GOCs, the PPSO will annotate the PPGBL in accordance with the ITGBL Rate Solicitation. Carriers/agents will not utilize GOCs without permission of the PPSO.

(3) The PPSO may suspend the carrier for repeated refusal/turn-backs due to lack of containers.

(4) When determination has been made that the carrier cannot service shipments, and fails to respond with corrective action within 30 days, the PPSO shall notify Headquarters, MTMC (MTPP-Q) by message with a recommendation for removal of the carrier from the rate area. Furnish all relevant information, including:

(a) Status of carrier, e.g., primary, equalization, etc.

(b) Confirmation that carrier did not exceed their designated share of tonnage at time of shipment refusal/turn-back.

(c) Number of shipments refused/turned back and dates involved.

(d) Actual reason(s) cited for refusal/turn-back and name of carrier's agent and officials concerned supplying information.

(e) Date carrier was initially notified of container shortage and date LOW or LOS was issued.

(5) It is essential that the PPSO's recommendation contain all required data. MTPP-Q will not take action on incomplete/incorrect reports.

f. Disposal of Excess GOCs. When a PPSO has an excess of GOCs, the following procedures are to be followed:

(1) A message will be forwarded to the cognizant area command/overseas component advising of the number of excess GOCs and requesting assistance in canvassing other PPSOs in their area of responsibility to determine a need for GOCs. NOTE: Navy PPSOs will report excess containers to the Navy Material Transportation Office, Norfolk, VA, vice the cognizant area command/overseas component.

(2) Thirty (30) days from the date of the area command/overseas component, if no responses or inadequate responses are received, the PPSO will forward a message directly to HQMTMC (MTPP-QO), info the cognizant major command, military service, area command/overseas component, requesting a temporary waiver of the \$45 reduction. Request will identify the number of excess GOCs and a contact (name and telephone) at the PPSO.

(3) HQMTMC will review and, if appropriate, authorize the PPSO to waive the \$45 reduction in Item 514 of the ITGBL Solicitation. The authorization will be stipulated by a specific time frame, e.g., 30 days, 60 days, etc. This will be based on review of the information provided by the PPSO. Prior to expiration of the waiver, the PPSO should reassess the situation and, if required, request an extension.

(4) HQMTMC will advise the PPSO of the waiver number, the waiver time frame, and the information which will be annotated on the PPGBLs. The PPGBL will be annotated with (1) "(Number of) containers, 166 cu. ft. or greater, were used to transport shipment" and (2) "\$45 reduction is waived per HQMTMC, MTPP-QO MSG (Number)."

#### 2023. Domestic TDR.

a. Separate TDRs shall be established for Codes 1 and 2 (inter/intrastate) shipments for each destination state and the District of Columbia in CONUS. Separate TDRs will also be established for each area of operation within the area of responsibility for each PPSO to each destination state. If there is more than one rate level to a destination state or the District of Columbia, a separate TDR shall be established for each rate level.

b. To maintain good carrier/Government working relationships, TDR info may be made available for review by authorized carrier representatives, providing that the request is not disruptive to operations. Authorized carrier representatives are those authorized on the carrier's LOI; all others must specific written authorization from the carrier to review the TDR. Requests for review should be in writing and managed on an appointment basis. The final decision to permit representatives of the carrier industry to review TDR information is that of the Traffic Manager or other management official.

c. The average shipment score of each carrier shall be identified on the TDR at all times. The TDR shall be updated to reflect the change in carrier status each evaluation cycle.

d. Intrastate TDR Procedures. The rate printout identifies the primary carrier (rate setter) for each rate cycle. The primary carrier, who is otherwise qualified and has a CERS score of 85 or better, will receive fifty percent of the traffic. The remaining tonnage will be offered to any qualified carrier(s) who "me-toos" the primary carrier rate. Other qualified carriers will be placed on the TDR behind the primary carrier based on CERS performance score and will be awarded tonnage based on CERS score and lowest cumulative weight. All other carriers on a higher rate level will be placed on separate TDRs according to rate.

e. TDRs are established based on:

(1) Carrier average shipment score and tonnage from the origin installation to a destination for each rate filed. The low rate carrier with the highest average shipment score should be awarded traffic first.

(2) Carrier with the highest average shipment score to a destination state on TDRs from the previous cycle will be listed first on the individual new TDRs to that destination state. If a carrier has not been tendered any shipment or shipments have not been scored, the carrier's last score will be carried forward. The carrier's average shipment score will be carried at a minimum to the second decimal place (e.g., 99.99) without rounding.

(3) Carriers having equal average shipment scores will be brought forth on the new cycle TDR low to high tonnage. Carriers also having equal tonnage are listed by random selection (see Appendix R).

(4) All tonnage will be zeroed out at the beginning of each new rate cycle.

(5) Monitoring the Accuracy of the TDR. The PPSO shall use a 20,000-pound differential within the same rate group (as the maximum between the highest and lowest cumulative weight) as a yardstick to measure accuracy of the TDR. If it is necessary to consolidate shipments, this 20,000-pound differential may be exceeded on a case-by-case basis; however, future distribution of shipments should be made to reestablish as small a differential as possible within the 20,000 pound maximum.

(6) Tonnage of shipments accepted by a carrier with five or less workdays notice from the interview date to the pickup date will be annotated but not added to the cumulative weight of the carrier. (Annotate TDR with a "2" to identify this type of short-notice shipment). (Note: Shipments refused by a carrier because the pickup date is five or less days from the date offered will not be charged against the carrier on the TDR). Shipments that have been pulled/turned back within 5 workdays or less of the pickup date are considered short-notice shipments when reallocating to the new carrier. Such shipments will not be charged against the new carrier on the tonnage distribution record. Such shipments will be coded on the TDR "B" for identification and audit purposes.



f. Unsatisfactory Performance. At the end of each performance period, all carriers will be evaluated regardless of their current status (e.g., suspension, nonuse, etc.). Carriers failing to meet the minimum average shipment score of 85 will be placed in traffic denial for the first 60 days of the new performance period. At the end of the traffic denial period, carriers will be assigned an administrative score of 85 and brought back on the TDR at the highest cumulative weight of any carrier on the TDR.

g. Selecting the Next Eligible Carrier for Traffic. Domestic TDRs are established with all carriers in the same rate level, with the highest scored carriers at the top. The carrier to receive the next shipment is the one with the highest performance score and lowest cumulative weight. When sufficient shipments are known by historical review to be available during a cycle, shipments may be allocated sequentially to give each carrier a shipment (or charge a refusal) during the initial movement through the TDR from the first to last carrier at the same rate level. Subsequent shipments in the same rate cycle should be allocated to correct an imbalance in weight allocated. If sufficient shipments are not projected to be available to permit a run through the entire TDR and to correct the resulting imbalances, sequential allocation may not be practical. When determining the projected availability of traffic for this purpose, historical data from a like cycle should be used, for example, summer cycle data with summer cycle data from prior years. Traffic is to be managed to stay within a maximum differential of 20,000 pounds between the highest and lowest of all carriers at the rate level, to include carriers with zero weight. In a correctly maintained TDR a carrier with a lower CERS score should not have a higher cumulative weight than a carrier with a higher CERS score except briefly in those situations requiring the application of sound traffic management to ensure a shipment moves in a safe and timely manner. When such situations occur, subsequent tonnage shall be awarded in such a manner as to return the higher scored carriers to higher cumulative weight.

h. Small Shipments. Shipping office personnel engaged in traffic allocations shall carefully avoid concentrating offerings of several small shipments destined for widely varying locations to the same carrier. Small shipments shall be distributed consistently with the offering procedures and rules previously covered.

i. Shipment Refusals. Shipments refused by carriers shall be considered traffic offerings and shall be entered on the TDR as a status code "R." The PPSO shall treat this as a traffic offering and add the weight to the carrier's cumulative weight. A carrier-initiated notice of self-imposed embargo of shipments is not authorized and shall not be accepted. The notice shall be returned to the carrier stating that carrier imposed embargoes are not authorized. Continued refusal of shipments by that carrier, may be grounds for suspension and possible return of the LOI in accordance with paragraph A.3.b. of the Tender of Service.

j. Overbookings.

(1) If a shipment is overbooked, the PPSO shall enter the status code "0" and the cumulative weight entered when the shipment was accepted by the carrier shall remain on the TDR.

(2) Tonnage will not be assessed unless the carrier has been furnished five or more workdays notice prior to the requested pickup date. Overbooking is defined as turned back or pulled back. If the shipment is turned back before the pickup date tonnage will be charged. If a shipment is pulled back by the PPSO after the pickup date, or if the carrier failed to pickup on the pickup date, the carrier is charged tonnage. If the shipment is in the origin warehouse after the RDD, the carrier is charged tonnage and is subject to immediate suspension.

k. Changes in Rate Levels. Under the new rate filing procedures for domestic rates, carriers can only me-too the individual rate tender filings of other carriers submitted during the immediately preceding increase/decrease filing period. (The only exception to this is a new carrier who is approved in the middle of the rate cycle; such carriers can me-too and are placed on the approved TDRs in accordance with paragraph 2023.o. below). All rates for each new cycle will be new rates and will necessitate establishment of all new TDRs. Carriers will be placed on the new TDRs in accordance with paragraph 2023.o.

l. Traffic Denial. Carriers who fail to achieve an average shipment score of 85 (the minimum satisfactory standard) during the grading process will be placed in traffic denial for the first 60 days of the new performance period. The DD form 2224 will serve as the carrier's notification of traffic denial. This type of traffic denial will run concurrently with any type suspension still in effect at the time the 60-day traffic denial begins or that is imposed during the traffic denial period. Carriers will be reinstated at the end of the latter of the two dates (traffic denial or suspension).

m. Carriers Returning to the TDR from MTMC Nonuse. When the nonuse status imposed by Headquarters, MTMC, is lifted, the carrier shall be reinstated to the TDR at a level or position specified by MTMC.

n. Carriers Returning to the TDR from Disqualification. When notified by Headquarters, MTMC, that the disqualification has ended, the PPSO shall reinstate the carrier at the highest cumulative weight of any carrier on the TDR.

o. Placement of New Carriers on the TDR. A new carrier is one whose LOI has just been accepted by the PPSO. A new carrier may be a carrier whose LOI previously has been withdrawn by the carrier or returned by the PPSO. All new carriers in the domestic program are administratively assigned an average shipment score of 85 and placed at the highest cumulative weight of any carrier on the TDR.

#### 2024. International TDR.

a. General. Carriers submit rates every 6 months for rate channels and codes of service for international traffic. Consequently, at the outset of each rate cycle, PPSOs can expect to be working with a new "line up" of primary, equalization, and other participating carriers. Although carriers are required to have adequate equipment, containers, and personnel on hand to handle their respective shares of the traffic, experience has shown that deficiencies in a carrier's capability can occur during the first few days of a cycle. Consequently, PPSOs must apply sound judgment in tendering shipments to the primary carrier so as not to overload that carrier but to spread the designated share of traffic uniformly throughout the traffic distribution period. If there are no equalization carriers qualified to share the residual traffic, traffic will be offered first to the primary carrier before it is offered to other participating carriers. There will be no penalty for refusal by the primary carrier to handle traffic which exceeds the designated incentive share. If there are equalization carriers, traffic will be offered to them equally on a rotational basis before being offered to participating carriers. Equalization carriers are required to accept an amount equal to one half of the primary tonnage. Carriers will not be charged for refusal to handle tonnage which exceeds this share.

#### b. Traffic Distribution Records (TDRs).

(1) Separate TDRs will be established for each ITGBL code of service, to include UB, for each traffic channel used based on carrier's rate and ICERS procedures. Shipments shall be distributed exclusively to carriers on the lowest rate level unless the volume of traffic exceeds the capability of the low-rate carriers. When this occurs, the remaining traffic shall be offered to carriers on the next and succeeding rate levels. Shipments shall always, however, be offered first to the carriers on the lowest rate level before higher rate level carriers are considered unless the primary carrier is suspended, cancels its rates, is placed in nonuse, or refuses the traffic. It is necessary to apply sound traffic management judgment to tender shipments uniformly by spreading traffic over the distribution period, while not over-loading any one carrier.

(2) The rate printout, LOIs on file, and the Carrier Approval Printout will be used by PPSOs to establish all TDRs. The rate printout identifies the primary carriers with an asterisk. The share of traffic to be offered to primary carriers during the traffic distribution period is distributed with the Rate Printout each rate cycle. Equalization carriers are those carriers with exactly the same rates as the primary carrier but are listed without an asterisk. Other participating carriers will appear on the rate printouts in ascending order based on their rate.

(3) Sufficient traffic must be offered to each primary carrier over the 6-month traffic distribution period to ensure offering of the designated share. PPSOs must space traffic offerings uniformly throughout the traffic distribution period in order to avoid saturating the primary carrier.

(4) The residual traffic not offered to, or refused by the primary carrier, will be offered to equalization carriers equally on a rotational basis. Other participating carriers, in ascending order, may be offered the traffic which cannot be handled by the primary and the equalization carriers. In all cases, selective refusal of traffic by a carrier is prohibited. If a pattern of selective refusals is observed, action to suspend and/or request disqualification should be taken.

c. Percentage of Traffic.

(1) Class 1 Rates. Carriers setting the low rate in a class 1 traffic channel will be offered 100 percent of the traffic moved within that channel. If two carriers establish an identical low rate, both carriers will be offered one-half of the total tonnage or 50 percent each.

(2) Class 2 Rates. Carriers setting the low rate in a class 2 traffic channel are offered a prescribed percentage of tonnage within each individual traffic channel.

(a) The primary carrier will be offered and is responsible for accepting actual tonnage equal to the primary percentage indicated. For example, if the primary percentage of the traffic channel is 20 percent, the primary carrier will be awarded 20 percent of the tonnage. The other 80 percent of the tonnage will be considered residual and will be shared equally between the primary and equalization carriers. Tonnage refused by the primary and equalization carrier(s) will then be offered to the participating carrier(s). Example is as follows:

- 1 primary carrier = 20 percent\*
- 7 equalization carrier plus the primary carriers = 10 percent each\* (totaling 80 percent)
- participating carriers = \*

\* The residual 80 percent of the tonnage will be offered equally to the equalization and primary carriers. Any remaining traffic will then be offered to the participating carriers.

(b) If two carriers establish an identical low rate, each carriers will be offered the prescribed tonnage for that traffic channel. An example is if two carriers establish the low rate on a 50 percent channel, each carrier will be offered 50 percent.

(c) Once the low rate for each Class 2 traffic channel is determined, all participating carriers will be afforded the opportunity to meet or equalize the low rate. Carriers meeting the low rate, or equalization carriers, will in no case be offered a larger share of the volume on a particular channel than that offered to the carrier(s) establishing the low rate, unless the low rate carrier(s) is/are suspended or cancels its/their rates.

(d) All participating carriers must accept tonnage, if offered, as follows:

50 percent channel	12 percent
30 percent channel	7 percent
20 percent channel	5 percent
10 percent channel	2 percent

(3) Class 3 Rates. Carriers will be placed on TDR based on ICERS performance score, and will share equally in traffic distribution.

d. Traffic Distribution Procedures. New TDRs for both incentive and nonincentive rate areas will be constructed prior to the beginning of a new rate cycle. Placement of a carrier on the TDR, relative to another participant, will be based on the rate filed by the carrier and the semiannual score without regard to tonnage offered during the preceding rate cycle. If two or more carriers have filed identical rates and have equal semiannual evaluation scores, the random numbers table shall be used to determine standing on the TDR.

(1) TDRs for Nonincentive Rate Areas. Traffic will be offered equally to each carrier at the same rate level, with the highest scored carrier at the top of the TDR.

(2) Establishment of an Initial Incentive Rate TDR. PPSOs will establish TDRs for each traffic channel in each code of service in time to tender shipment with pickup dates effective the first day of the new rate cycle. The TDRs will be arranged in three sections: Section I records all traffic offered to the primary carrier, Section II records traffic to equalization carriers, and Section III records traffic to all other participating carriers. Carriers will be entered on the new TDRs with zero balances.

(3) Maintaining Section I of TDR. PPSOs must ensure that the primary carrier(s) will be offered and is/are responsible for accepting its/their designated share of traffic. Estimated weights may be used in posting shipments to the TDR. If the primary carrier's share for a given traffic channel is 50 percent and there are two primary carriers, each primary carrier will be offered 50 percent. Due to the unequal weight of shipments, there may be deviations from the designated shares within each section. Efforts must be made to minimize such deviations by conducting periodic checks of "running" tonnage allocations and making adjustments as required. EXAMPLE: If weight checks indicate that the "running" total of estimated tonnage for the traffic route is 240,000 pounds, a single primary carrier with a 50 percent share should have been offered approximately 120,000 pounds. If below this total, an effort should be made to "catch up" as rapidly as practical without overtaxing the carrier's capability. By the end of the traffic distribution period, the correct share of the traffic (designated percentages) for primary carriers must be assured. More frequent weight checks may be required near the end of the distribution period to ensure this result.

(4) Maintaining Section II of the TDR. As in the case of Section I, traffic may be distributed and posted on the TDR on the basis of estimated weight. If the primary carrier's share for a given traffic channel is 50 percent, every second shipment (subject to a consideration of weight factors) should be offered on a rotational basis to a Section II carrier. Each equalization carrier is obligated to accept residual traffic in an amount equal to one-half the primary percentage. If equalization carrier capability is insufficient, and there is no primary carrier or the primary carrier cannot accept additional traffic, traffic will be offered to other participating carriers. If there is no primary carrier because of rate cancellations, nonuse, etc., traffic will be awarded equally among the equalization carriers.

(5) Maintaining Section III of the TDR. Other participating carriers will be offered any traffic which cannot be handled by primary and equalization carriers. See paragraph 2024.c. for tonnage requirements for other participating carriers (the TDR may contain only primary and equalization carriers.) However, the other participating carriers will be retained in a reserve file. When it becomes necessary to tender shipments to participating carriers, the PPSO will add other participating carriers from the reserve file on the TDR for the specific rate area as the need exists. Traffic will be offered first to other participating carriers at the lowest rate level. PPSOs should not penalize other participating carriers for failure to accept traffic beyond the established requirement.

(6) Reinstatement to the TDR on Return from Suspension.

(a) Incentive Rate Channel - Primary Carrier. Upon return to the TDR at the end of a suspension period, a primary carrier will be reinstated with a cumulative tonnage equal to the highest cumulative tonnage of any carrier on the TDR, or at the tonnage it would have received had it not been suspended, whichever is greater (see Note). However, if no traffic was awarded on a particular channel during the period of suspension, the carrier will be reinstated to that TDR at the same position it held at the time the suspension was imposed. NOTE: To compute tonnage the carrier would have received had it not been suspended, add up all tonnage awarded during the suspension period and multiply that total by the primary percentage for that channel. Add the result of that equation to the cumulative weight of that carrier. Compare this total with the highest cumulative tonnage of any carrier on the TDR. The cumulative tonnage for the prime carrier upon reinstatement is the greater of these two tonnages.

(b) Incentive Rate Channel - Equalization Carrier. Upon return to the TDR at the end of a suspension period, an equalization carrier will be reinstated with a cumulative tonnage equal to the highest cumulative tonnage of any equalization carrier on the TDR; or with a cumulative tonnage equal to the highest cumulative tonnage of any other participating carrier on the TDR to which traffic was awarded during the period of suspension; or in the case where there is only one equalization carrier, the tonnage it would have

received had it not been suspended, whichever is greater. If no traffic was awarded on a particular channel during the period of suspension, the carrier will be reinstated to that TDR at the same position it held at the time the suspension was imposed.

(c) Incentive Rate Channel - Other Participating Carrier. Upon return to the TDR at the end of a suspension period, other participating carriers will be reinstated with a cumulative tonnage equal to the highest cumulative tonnage of any other participating carrier on the TDR to which traffic was awarded during the period of suspension; or at the tonnage it would have received had it not been suspended, whichever is greater.

(7) Shipment Refusal. A shipment refusal by a carrier shall be considered a traffic offering, and the weight shall be charged against the carrier as long as the shipment was offered at least 5 workdays before the requested pickup date.

(a) Refusals shall be noted by annotating the letter "R" in the status code column of the TDR. Selective or patterned refusals by any carrier are prohibited. If a pattern is observed, the PPSO shall initiate punitive action.

(b) Refusals by a primary carrier within (but not exceeding) the designated share of the cumulative total of traffic allocated normally shall be considered grounds for suspension.

(c) Equalization carriers refusing shipments offered within the residual traffic limit shall be subject to suspension.

(d) Other participating carriers are not obligated to accept any specific amount of traffic.

(e) A carrier initiated notice of self-imposed embargo of shipments is not authorized and shall not be accepted. The notice shall be returned to the carrier stating that carrier imposed embargoes are not authorized. Continued refusal of shipments by that carrier may be grounds for suspension and possible return of the LOI in accordance with para A3b of the Tender of Service.

(f) Shipments that have been pulled/turned back within 5 workdays or less of the pickup date are considered short-notice shipments when reallocating to the new carrier. Such shipments will not be charged against the new carrier on the tonnage distribution record. Such shipments will be coded on the TDR "B" for identification and audit purposes.

(8) Rate Cancellations. Any carrier participating in the ITGBL program may cancel its rates effective 60 or 90 days after the beginning of a rate cycle. Rates accepted by MTMC must remain in effect for a minimum of 2 months. In the event of cancellation action, MTMC will notify PPSOs and the following guidelines will apply to the TDR:

(a) If a carrier cancels its rate, any shipments booked for pickup on or after the effective date on the cancellations will be withdrawn and rebooked with another carrier.

(b) If any carrier on the TDR cancels its rate, traffic will be distributed in accordance with the procedures contained herein. However, if all equalization carriers cancel their rates, the remaining primary carrier(s), if any, will be offered all the traffic available, even if this should exceed the designated primary share. Refusal of traffic at levels above the designated primary share will not be counted as a formal traffic refusal, since the primary carrier(s) has/have not made an advance commitment to handle traffic at such levels. However, the offer will be noted on the TDR by indicating the name of the service member and the status code of NC. Any traffic refusal under such circumstances will be offered to the other participating carriers beginning with the lowest rate carrier.

(c) If a Code 7, 8, or J primary carrier cancels its rate, is placed in nonuse, etc., all traffic will be tendered to carrier at the next rate level. Carriers are expected to accept 100 percent of all traffic offered.

(d) If a Class 1, Code 4, 5, or T primary carrier cancels its rate, is placed in nonuse, etc., all traffic will be offered to the carrier at the next rate level. Carriers are required to accept 100 percent of the traffic offered.

(9) Reinstatement to the TDR from Nonuse.

(a) Nonuse Imposed by the MTMC. When nonuse status imposed by Headquarters, MTMC is lifted, specific instructions for reinstatement to the TDR shall be provided in the notification of reinstatement from Headquarters, MTMC.

(b) Nonuse Imposed by the PPSO. When PPSO-imposed nonuse is lifted, the carrier shall be reinstated in the same manner as a reinstatement from suspension described in paragraph 2024.d.(6).

2025. Quality Control.

a. Requirements and Standards. The Tender of Service (Appendix A) specifies requirements and standards of service that the carrier agrees to fulfill in the movement of DOD-sponsored personal property shipments. The performance of carriers and agents shall be monitored closely by the PPSO and Headquarters, MTMC. The provisions of this section provide guidance for the use of quality assurance procedures for both domestic and international TGBL shipments when the requirements and standards of service have not been met.



b. Quality Assurance Actions. When a carrier or agent violates any provision of the Tender of Service or applicable rate tariffs or tenders or commits unethical or unlawful acts, the PPSO shall take action to warn or suspend the carrier or to recommend the carrier's disqualification to Headquarters, MTMC, through the appropriate MTMC area command or overseas component. In determining the type of action to take, the PPSO should consider not only the severity of the violation, but also the general quality of the carrier's past performance and actions the carrier may have taken to correct the deficiencies.

c. Carrier's Right to Appeal. It is the carrier's right to appeal any corrective action taken by an PPSO. In all cases, however, a carrier's appeal to a warning, suspension, or other corrective action must be timely, factual, and provided in writing to the responsible PPSO within 30 days of the corrective action. The PPSO receiving an appeal shall objectively review the facts of the case, including new evidence provided by the carrier, before rendering a decision on the merits of an appeal.

d. Correspondence. All correspondence between the PPSO and a carrier shall be handled expeditiously, particularly when a carrier has been placed in a nonuse status or has been suspended. This will prevent unreasonable periods of suspension or the need for large amounts of makeup tonnage if a carrier's appeal is found to be justified.

e. Carrier Performance File.

(1) The PPSO shall establish and maintain a carrier performance file for each carrier qualified to serve the installation. The carrier performance file shall contain or make reference to the following:

- (a) The carrier's LOI with all enclosures and amendments.
- (b) Records of initial and subsequent inspections of the carrier's facilities and equipment. (DD Forms 1811 and 1812).
- (c) A copy of the PPSO's acceptance of the carrier's LOI.
- (d) Origin and destination records of inspections of shipment handled by the carrier.
- (e) Member reports on the carrier's performance.
- (f) Records of investigations of complaints made against the carrier.
- (g) Statements commending the carrier for superior performance.
- (h) Carrier's notifications of failure to meet pickup and RDDs.

(i) Records of shipment reweighs.

(j) Copies of warning and suspension notices sent to the carrier and the carrier's replies to such notices.

(k) Copies of all other communications concerning the carrier's performance.

(2) The carrier performance file shall contain only the current year's records. After each semiannual evaluation, documents over 1 year old (except those involved in carrier appeal actions) shall be removed from the carrier performance file and shall be disposed of in accordance with appropriate records disposition regulations. DD Form 1811 and the carrier's LOI, with PPSO acceptance, are exceptions to the above and shall be retained as long as the carrier is qualified and continues to participate in the DOD personal property program.

f. Performance Evaluation. The PPSO shall review each carrier's performance file semiannually. The carrier's performance shall be reviewed with consideration for the provision of the Tender of Service (Appendix A), which sets the standards for carrier performance. The PPSO should seek to identify recurring deficiencies or patterns of unacceptable performance. If appropriate, actions shall be taken to warn or suspend the carrier or recommend the carrier's disqualification in accordance with paragraph 2032. See paragraph 2026.d. for more on domestic carrier performance evaluation.

#### 2026. Domestic.

a. General. This section provides guidance and establishes procedures for collecting of performance data and evaluating of domestic carrier performance. This applies to all interstate and intrastate Codes 1 and 2 shipments. To a degree, the depth of each evaluation will depend on the amount of traffic handled by the carrier since the previous evaluation, the result of the previous evaluation, and any independent indications or observations of declining carrier performance.

b. Purpose. The Carrier Evaluation and Reporting System (CERS) was developed to provide a uniform quality control program to be used at the local and national level. The intent of the program is to establish reasonable performance standards for evaluating domestic carriers. This section describes how the PPSO will monitor domestic carrier performance and cites some key points to keep in mind when working with the CERS program.

#### c. Carrier Evaluation.

(1) Performance Standards. The following performance standards have been established for on-time pickup, on-time delivery, and the absence of loss/damage:

On-time Pickup	95%
On-time Delivery	90%
Absence of loss/damage	<u>70%</u>
	255 (divided by) 3 = 85

Carriers failing to meet or exceed the minimum acceptable performance standard (average shipment score of 85) will be considered unsatisfactory and placed in traffic denial for 60 days. Those meeting or exceeding the minimum of 85 will be considered satisfactory and will share equitably in the distribution of traffic based on their rate level.

(2) Carrier Evaluation. The evaluation of carrier performance will be accomplished through two separate processes.

(a) Scored Elements. The three elements scored are pickup, delivery, and loss or damage. These three elements, considered the most important to a move, will be the basis for determining if a carrier is satisfactory at the end of the performance period. (The scoring procedure is explained in detail in paragraph 2026.g.)

(b) Nonscored Elements. All other Tender of Service violations are evaluated separately by the PPSO.

(3) Scoring Approach. The scoring of the carrier performance is based on the positive approach. Under this program, carriers start with zero points on a shipment and earn a stated number of points, based upon compliance with the performance standards. (The scoring process under this approach is explained in paragraph 2026.g.)

(4) Calculation of Carrier's Average Shipment Score. The origin shipping office calculates each carrier's average shipment score for the next performance period based on all individual shipment scores graded and mailed to the carrier prior to the cut-off date for that period. The average shipment score is determined by adding the individual scores for all shipments and dividing by the total number of shipments.

d. Carrier Performance Evaluation.

(1) Evaluation of carrier performance (other than those elements identified in paragraph 2026.c.(2)(a)) will be conducted using Section II of the DD Form 2223 as the basis for any punitive action.

(a) Section III of the DD Form 2223 will serve as a check list for inspectors when conducting shipment inspections. Section III will also be used as the basis for evaluating carrier performance on shipments even if no inspections are performed. It is recommended that the destination PPSO complete and return the form within 45 calendar days after delivery has been made. Detailed instructions on form completion are provided at Appendix R.

(b) The DD Form 2223 may serve as a Letter of Warning; therefore, it is imperative that it be completed as expeditiously as possible and represent the carrier's true performance on the shipment. Since the form may serve as a Letter of Warning, it will be used as supporting information for suspensions. Form disposition instructions are provided at Appendix R.

(2) Each carrier's performance will be reviewed at least once every 6 months, or more often if deemed necessary by the PPSO. A semi-annual evaluation will be conducted at the end of each performance period (i.e., 31 October and 30 April).

(3) Documents contained in the carrier's current active performance file will be the basis for evaluation. A performance evaluation will be directed toward the identification of trends or repeated instances of the same or similar Tender of Service violations.

(4) When a carrier evaluation indicates deficiencies of such magnitude that continued participation in DOD traffic is unacceptable, action will be taken to suspend the carrier. When appropriate and fully documented, and evaluation revealing repeated flagrant violations will be used as the basis for a disqualification recommendation as discussed in paragraph 2032.b.

e. Key Points to Keep in Mind. Several key points are worthy of special emphasis and must be kept in mind by the reader of these instructions.

(1) Data Collection Segregated by Code of Service and Intrastate/Interstate Carriers. Carriers are graded separately on their performance in each code of service for each type of domestic traffic. This means a carrier engaged in both Code 1 and Code 2 service participating in interstate and intrastate traffic is separately rated in each of the codes of service for both interstate traffic and intrastate traffic.

(2) Performance Period Explained. A new average shipment score is calculated for each carrier every six months. Based on the carriers performance status satisfactory/unsatisfactory and rate level, traffic is awarded during the next six month performance period. Because destination "feedback" is not normally available at origin for several weeks, there is a carry-over of shipment data beyond the cut-off date. This carry-over is allowed in order to score carriers on all shipments they move.

<u>Performance Period</u>	<u>Cut-Off Date</u>	<u>Actual Performance Period</u>
1 May - 31 October	15 September	16 March - 15 September
1 November - 30 April	15 March	16 September - 15 March

(3) Limitation on Carry-Over. In those instances where complete performance data on a shipment has not been received by the origin PPSO within 12 months of the pickup date, the shipment will be scored at that time based on the data that is available. Carriers will be awarded full credit for those

scoring elements on which no contrary data has been received. Household goods shipments that have not been scored by the PPSO, nor brought to the attention of the transportation office by the carrier, over 18 months after the pickup date are considered null and will not be scored or considered in future appeals.

(4) Carrier Notification. Carriers will be advised of their average shipment score and performance status at the end of each evaluation process. This information may be mailed to the carrier any time after the cut-off dates but no later than the third week of the respective month (April or October).

(5) CERS II Data Report. All origin personal property shipping offices will submit carriers performance data to HQMTMC (in accordance with paragraph 2026.h. and Appendix R) no later than 15 November for the period ending 31 October and 15 May for period ending 30 April.

(6) Origin Personal Property Shipping Offices have Primary Evaluation Responsibility. Under CERS, the origin PPSO evaluates of the carrier's services on all outbound shipments. While this evaluation must be supported by the performance "feedback" from the destination PPSO on individual shipments, the periodic determination of a carrier's level of service is systematically recorded and acted on by the office originally awarding shipments.

(a) Scoring long-delivery shipments will be based on the original PPGBL or PPGBL Correction Notice, if applicable. The destination PPSO (first PPSO), as specified on the PPGBL when issuing the Certificate for Delivery from SIT (DD Form 173/2), will info the origin PPSO to advise of the new destination. The first destination PPSO will send the new established destination PPSO (second PPSO) a copy of DD Form 2223/1780 and any other pertinent information for final destination Quality Assurance evaluation. The second destination PPSO will complete the evaluation and return the necessary forms (DD Forms 2223, 1780, 1840, etc.) to origin PPSO within 45 days of delivery.

(b) A missed required delivery date (RDD), established on the Certificate for Delivery from SIT, will be considered a Tender of Service violation. Points will not be deducted on the shipment score. If the carrier should miss both RDDs as established in paragraph 2026.e.(6), only one letter of warning or suspension, if appropriate, will be assessed. PPSOs should consider PPTMR-established transit times as well as the member's need when establishing new RDDs.

(7) Carrier/Agent Review. Carriers will be allowed to "review" their performance file to include DD Form 2223, DD Form 2224, and DD Form 1840. Because of the distances involved, carriers may have their respective agents conduct this review. However, an appointment with the PPSO must be requested prior to the review.

(8) Grading Sources. All CERS shipments can be graded by using a combination of on-site inspections, the DD Form 1840, and/or administrative documents available to the PPSO.

f. CERS Forms. CERS Forms is structured around two forms, the Shipment Evaluation and Inspection Record (DD Form 2223, Figure 2-7) and the Carrier Evaluation Worksheet/Report (DD Form 2224, Figure 2-8). These two documents provide input for the evaluation of each shipment and data for the semiannual evaluation for carrier performance.

(1) Shipment Evaluation and Inspection Record, DD Form 2223 (Figure 2-6). (See Appendix R for detailed description, preparation instructions, and sample forms.) This form will be completed in three copies (Original, plus two copies). As the basic document for collection of carrier performance data the DD Form 2223 is designed to serve several distinct purposes. These include:

(a) A document for totaling points earned on individual shipments.

(b) A checklist for recording shipment deficiencies.

(c) Serves as notification to the carrier and the personal property shipping officer of the carrier's performance on individual shipments and of the carrier's relative success or failure in meeting DOD performance standards. The form is initiated at the origin transportation shipping office, forwarded to the destination transportation office, then returned to the origin shipping office who, in turn, furnishes a copy of the document to the carrier's home office. It is during this "shipment cycle" that a factual evaluation of the carrier's performance is developed with respect to each shipment. Origin transportation offices are required to mail copies of completed "Shipment Evaluation and Inspection Record" to the carrier's home office on the 15th and 30th of each month.

(2) Carrier Evaluation Worksheet/Report, DD Form 2224 (Figure 2-7). (See Appendix R for detailed description, preparation instructions, and sample forms.) This form serves as a consolidation document for carrier performance data collected during each performance period. The source of this performance data is the Shipment Evaluation and Inspection Record (DD Form 2223). The Carrier Evaluation Worksheet/Report, upon completion, will record the carrier's numerical average shipment score. This form is prepared by the origin shipping office in duplicate. Separate semi-annual records are to be kept, by code of service, for each carrier serving the installation.

(a) The form is designed to serve the following purposes:

1 A work sheet for use by the origin shipping office in calculating the average shipment score and to document how the average shipment score is derived.

2 The document to be used in reporting carrier performance to the Military Traffic Management Command.

3 What Shipments are Included. The form summarizes the performance information in individual shipments scored and mailed to the carrier prior to the semiannual cut-off dates.

4 Relationship of the Average Shipment Score to the Established Minimum Performance Standard. During each evaluation process, a carrier must attain a minimum average shipment score of 85. Failure to attain an 85, or better, automatically places the carrier in a traffic denial category for 60 days. Further explanation of traffic denial is contained in paragraph 2023.1.

(3) Appeals. Carriers will be afforded an opportunity to appeal Shipment Evaluation and Inspection Records (DD Form 2223), Carrier Evaluation Worksheet/Reports (DD Form 2224) and Letters of Suspension (DD Form 1814). However, carriers must do so within 30 days from the date noted on DD Forms 1814 and 2224. The appeal period for DD Form 2223 differs from the other forms and is specifically defined in paragraph 2026.f.(3)(a). During an appeal the shipment case will be reviewed in its entirety, allowing the score to be raised or lowered based on the results of the evaluation. Carriers will be allowed another 15 days to appeal a score which has been lowered. Every effort will be made to resolve the appeals at the installation level. Appeals that cannot be resolved at the installation level will be documented and forwarded to the appropriate MTMC Area Command. There are, however, some individual differences involved in appealing the above forms. These differences are explained below.

(a) Appeal of the Shipment Evaluation and Inspection Records (DD Forms 2223).

1 Shipment Evaluation and Inspection Records (DD Form 2223) are batch-mailed on the 15th and 30th of each month. Therefore, the 30-day appeal period will begin on the first such date following the date of the form. Example: The DD Form 2223 is dated 6 April, the appeal period begins on 15 April and ends on 14 May.

2 If carrier's appeal of Shipment Evaluation and Inspection Record is upheld, the form will be corrected and the carrier notified. Further, if the appeal is in reference to the score in Section I of the form and that score was already included in calculating the carrier's average shipment score on the Carrier Evaluation Work Sheet/Report (DD Form 2224), the average shipment score will also be adjusted.

3 For an appeal of the amount of estimated loss and/or damage, all PPSOs will follow paragraph 2026.g.(1)(c) in evaluating loss and damage with the following exception. Actual adjudicated claim data will be used if submitted by the carrier within the 30-day appeal period to the PPSO.

However, if such information has not been received by the PPSO in the 30-day appeal time, it will not form the basis for formulating an appeal to the MTMC area commands or HQMTMC.

(b) Appeal of the Carrier Evaluation Worksheet/Report (DD Form 2224). If a carrier's appeal of a Carrier Evaluation Worksheet/Report is upheld, the carrier's average shipment score will be adjusted. Further, in instances where the appeal is upheld and the resulting change in the average shipment score moves the carrier from an unsatisfactory position to a satisfactory position, the carrier will be reinstated to the TDRs at the carrier's previous weight and awarded sufficient traffic to reestablish the carrier within a 20,000 pound differential.

g. Shipment Performance Factor and Corresponding Point Value.

(1) Performance Factor and Corresponding Value. The performance factors used in grading individual shipments are listed below with the maximum possible points to be earned by the carrier on each shipment:

On time pickup	33.33 points
On time delivery	33.33 points
Absence of Loss/Damage	33.33 points
Total	100 points

(a) On-time Pickup. A carrier can earn 33.33 points for an on-time pickup. For a late pickup of 1 or more days, no points are earned. A delay is determined by any departure beyond the pickup date officially established by the origin shipping office and agreed to by the carrier. In cases where a shipment is being removed from nontemporary storage and the linehaul carrier and storage warehouseman agree to a pickup date later than originally established by the shipping office and when the change is coordinated with, and approved by the shipping office in advance of the original pickup date, maximum points can still be earned. (Note: Any additional time allowed under this exception for pickup from nontemporary storage for the convenience of the carrier/warehouseman will not constitute authorization for additional storage charges to the Government.) The recording of missed pickup is accomplished by placing an X in the block in Section I, line a. of the DD Form 2223.

(b) On-time Delivery. A carrier earns a decreasing number of points for delivery based on the extent of delay involved. Points earned are as follows:



No delay	33.33 points
1-2 days delay	25.00 points
3-5 days delay	16.66 points
6-9 days delay	8.33 points
10 days delay	0 points

The "Transit Time Guide for Domestic TGBL Household Goods Shipments" (Appendix M) establishes the minimum time a carrier has from pickup at origin until delivery at destination (delivery to customer's residence or placement in destination storage-in-transit). If a carrier accepts a shipment with a required delivery date (RDD) of less than the minimum transit time established in Appendix M, that RDD will apply for the purpose of earning points. Recording a missed RDD and the extent of such delay is accomplished by placing an X in the appropriate block in Section I, line b, of the Form 2223.

(c) Loss/Damage Estimate. Points are earned based on the estimated value of the loss and/or damage. The estimate is determined by the member and/or destination transportation office. The completed DD Form 1840 will be the primary source document used by the PPSO to develop an estimated dollar value as to loss and damage. The DD Form 1840 is fully explained in Chapter 10, paragraph 10001.c. of the PPTMR. Other documentation (e.g., PPGBL, inventory, DD Forms 619 and 1841, etc.) may be used at the discretion of the PPSO to estimate loss and damage and to more fully adjudicate the ability of the carrier to meet both the needs of the member and the carrier's adherence to the Tender of Service.

1 The destination PPSO will be responsible for ensuring the DD Form 1840 is returned to origin along with the DD Form 2223. The destination PPSO must complete their portion and return the DD Form 2223 (accompanied by the DD Form 1840) within 45 days after delivery has been made. If the destination PPSO completes the loss and damage portion of the DD Form 2223 using any other document than the DD Form 1840, a notation must be made in the remarks section of the DD Form 2223. For example, "Damage amount of \$600 derived from the DD Form 1841."

2 In evaluating the service member's estimate of loss/damage, if there is documented evidence that loss/damage occurred prior to pickup and no further evidence of loss/damage can be attributed to the carrier's handling, all points will be awarded. When carrier has taken exception and there is evidence of further damage, the reviewer must determine the extent of loss/damage attributable to the carrier and award the appropriate number of points. If loss and/or damage is indicated, but no dollar value is shown on any of the documentation, the PPSO will indicate loss and/or damage under \$500 in Section I of the DD Form 2223. Points earned are as follows:

Loss and/or Damage Estimate:

None	33.33 points
Less than \$500	26.66 points
\$500 or more	0 points

The recording of estimated loss and/or damage is accomplished by placing an X in the appropriate block in Section I, line c. of the DD Form 2223.

(d) Key Points to Keep in Mind. In scoring a carrier's performance on an individual shipment, the following key points must be remembered:

1 Shipments that have been turned back by the carrier or have been pulled back by the personal property shipping office will be scored as having missed the pickup date and having missed the required delivery date (RDD). The carrier will receive 33 points. A DD Form 2223 will be issued and sent to the carrier's home office. The remarks section of this form will contain a statement to the effect that the shipment was turned back or pulled back. This applies when a pull back or turn back is accomplished with less than 5 workdays prior to an established pickup date. See Appendix R for example. (Remember a carrier may turn back a shipment in accordance with paragraph 2023.j. without being adversely affected by scoring.)

2 Shipment score of 33 for a turned back or pulled back shipment will be included in the carrier's semiannual evaluation. The DD Form 2224 will be annotated as "TURNED BACK OR PULLED BACK." See Appendix R for example.

3 The carrier will be charged administrative tonnage in accordance with paragraph 2023.i. for a turned back or pulled back shipment.

4 If it is evident that an agent is the cause for turn backs or pull backs from your installation, the agent will be disqualified in accordance with paragraph 2031.a.(6) and the carriers represented notified.

5 If a shipment is placed in SIT after the RDD, it is scored as having missed the RDD.

(2) Grading. Grading the carrier's performance on an individual shipment will be accomplished through the use of the matrix table provided in Section I of the DD Form 2223. By using this table, no calculations are required; the carrier's shipment score is determined by matching the performance indicated in Section I, lines a., b., and c. with the corresponding block in the table. This number is the carrier's shipment score. A facsimile of the table is provided below:

MISSED RDD BY:

	<u>0 days</u>	<u>1-2 days</u>	<u>3-5 days</u>	<u>6-9 days</u>	<u>10 days or more</u>
Met Pickup and no Loss/Damage	100	92	83	75	67
Met Pickup but Loss/Damage Under \$500	93	85	77	68	60
Missed Pickup but no Loss/Damage	67	58	50	42	33
Missed Pickup and Loss/Damage under \$500	60	52	43	35	27
Missed Pickup and Loss/Damage \$500 or more	33	25	17	8	0

**Note:** All shipment scores have been rounded to the nearest whole number. This rounding process is demonstrated by the following example: A carrier misses the pickup date (0 points), misses the delivery date by 5 days (16.66 points), and has a loss/damage of under \$500 (26.66 points). Adding the points earned (0 plus 16.66 plus 26.66) equals 43.32. Rounding to the nearest whole number yields a shipment score of 43.

h. Data Submission (Reports Control Symbol MTMC-133). Carrier performance data will be submitted to HQ MTMC at the end of each performance period.

(1) Source of Data. The source documents for data submission are the DD Forms 2223 and DD Forms 2224.

(2) Reporting Periods. All carriers' performance data for interstate, intrastate and deregulated intrastate will be submitted by 15 November and 15 May. Data extracted from DD Forms 2224 prepared at the end of each performance period.

(3) Coding and Format Instructions. A separate keypunch card will be prepared for each carrier for each code of service. A single carrier may necessitate the preparation of several cards, depending on the codes of service offered (e.g. interstate, intrastate, Code 1, Code 2).

(a) All information pertinent to a single carrier on a single code of service will be punched/entered onto one card as explained at Appendix R.

(b) Card format. Information extracted from the source data (identified in paragraph 2026.h.(1) above) will be recorded in the order outlined at Appendix R. All alpha and numerical fields must be filled in.

1 For installations with nonautomated programs, the information will be recorded on an ADP transcript sheet as shown on page R-14 to Appendix R. Once all data is recorded (one line per carrier for each code of service), the transcript sheet will be submitted to the installation keypunch facility for card printing.

2 For installations having programs, the system should provide the individual cards as part of the end of period run.

(4) Reporting Media. Submissions will be made using AUTODIN procedures as indicated at Appendix R. Once all data cards are ready for AUTODIN transmission, they will be submitted to the installation communications center as follows:

(a) For installations with automated programs, the Header, Attention and Trailer cards may be prepared by the program. The format of these cards must be shown on page R-15 to Appendix R.

(b) For nonautomated installations or those whose automated programs cannot produce the Header, Attention and Trailer cards, submission to the communications center may be accomplished by preparing a DD Form 1392 as shown on page R-16 to Appendix R.

## 2027. International.

a. General. The international quality control program is structured around two forms, the Report of Carrier Services, Personal Property Shipment Evaluation and Inspection Record, DD Form 1780 (Figure 2-8); and Joint Statement of Loss or Damage at Delivery, DD Form 1840 (Figure 10-1). These two documents provide input for the evaluation of each shipment and data for the semiannual evaluation of carrier performance.

### b. Report of Carrier Services, Personal Property Shipment, DD Form 1780.

(1) Purpose. The DD Form 1780 is the primary document for collection of performance data on international TGBL shipments. The DD Form 1780 shall be used by the origin PPSO to support corrective actions on specific shipments and as an input document for the semiannual evaluation of carrier performance. DD Form 1780 serves as an inspection checklist at both origin and destination and as a medium for recording specific shipment discrepancies.

(2) Forms Supply. DD Form 1780 is available through normal publications distribution channels.

(3) Preparation and Distribution of the DD Form 1780. A DD Form 1780 shall be prepared at origin for each ITGBL shipment. The DD Form 1780 shall be prepared and distributed as follows:

- (a) Copy 1. Origin Office Suspense Copy.
- (b) Copy 2. Origin PPSO Carrier Copy. Supply to the carrier's local agent after shipment is evaluated.
- (c) Copy 3. Origin Office come-back copy.
- (d) Copy 4. ITGBL Carrier copy. Forward to home office of carrier when shipment loop is closed and the shipment is evaluated.
- (e) Copy 5. Destination office file copy.

(4) DD Form 1780 Preparation and Distribution Procedures. Copy 1 will be retained by the origin. Copies 2, 3, 4 and 5 will be forwarded to the destination PPSO along with all other advance papers. When time constraints prevent inclusion with advance papers, the forms should be mailed to allow for arrival at the destination prior to the RDD of the shipment. When the shipment is delivered to the residence at destination, appropriate annotations to the form should be made and copies 2, 3, and 4 should be returned to origin. Copy 5 is retained by the destination. When the origin receives the destination report on a shipment, the suspense copy should be pulled and a shipment evaluation performed. At this time, forward copy 2 to the carrier's local agent and copy 4 to the carrier's home office. Copy 3 will be maintained by the origin PPSO, in the "active" portion of the carrier's performance file. Copy 1 may be destroyed or if copy 4 is illegible, copy 1 may be sent to the carrier's home office at the discretion of the PPSO. Batch mailing on a 15 day cycle is deemed appropriate for home office copies. DD Form 1780s will be date stamped in the upper right hand corner when batch mailed. Distribution procedures for local agent copies are to be determined by each activity.

#### 2028. Carrier Responsibilities.

a. Satisfactory Service. In all matters, DOD-approved carriers shall consider the satisfaction of the member and the PPSO to be the final gauge of the quality of service. Reports and quality control procedures specified in this section shall be used by the PPSO to ensure that only those carriers providing high quality service are used.

b. Conduct a Premove Survey. To determine the type and quantity of personal property to be moved, the carrier shall conduct a premove contact for each shipment. The premove contact is mandatory under the Tender of Service (Appendix A). The carrier shall contact the member or member's agent, either in person or by telephone, before the pickup date to fulfill this requirement.

c. Carrier's Report of Shipments on Hand.

(1) On Monday of each week (or the first workday if Monday is a holiday), the carrier shall report to the PPSO all shipments on hand at the carrier's origin facility that were picked up before the previous Wednesday. Shipments in SIT will not be reported, and negative reports are not required. The report shall be dated and shall include the following information for each shipment:

- (a) Member's name.
- (b) PPGBL number.
- (c) Pickup date and RDD.
- (d) Carrier code.

(2) The PPSO shall take whatever steps necessary to ensure the shipment will arrive at destination on or before the RDD. No punitive actions will be taken against the carrier for shipments held for over 7 days as long as the RDD will be met. For shipments delayed at the carrier facility resulting in failure to meet the RDD, the PPSO shall take action in accordance with section E., below.

2029. Shipment Inspections by the PPSO.

a. The PPSO or the PPSO's authorized representative shall inspect quarterly not less than 50 percent of all personal property shipments (total inbound and outbound), including but not limited to the following:

- (1) All PPGBL shipments packed or unpacked by the carrier, to include lots to or from storage (SIT, NTS, and/or DPM).
- (2) Witnessed weight/reweigh at origin/destination.
- (3) Claims inspections. (Note: Air Force PPSOs, see Chapter 6, AFR 112-1.)

b. Inspections by the PPSO shall be made to ensure that all carriers providing service at the installation are performing in accordance with the terms and conditions of the Tender of Service and applicable tariffs or rate tenders.

c. The PPSOs should divide inspections between paragraphs 2029.a.(1), 2029.a.(2), and 2029.b. with half at residence and half witnessed weights/reweighs.

d. When requested by the origin PPSO or the member, the destination PPSO shall make a maximum effort to inspect a specific shipment at destination. When requesting inspection at destination, the origin PPSO shall consider the following:

- (1) The quality of the carrier's past performance.
- (2) Whether or not an inspection was conducted at origin.
- (3) The indication of poor quality service or Tender of Service violations on the shipment, which shall be identified in the request for inspection.
- (4) Indication of the member's dissatisfaction with the service provided by the carrier.

2030. **Letter of Warning.** A warning shall be issued only on violations for which there is insufficient cause for issuance of a suspension. Letters of warning serve as a notice to a carrier that if Tender of Service violations continue, suspension action may follow, except when a carrier must be suspended for willful or flagrant violations. A suspension shall also be issued when a carrier or carrier's agent fails to correct a deficiency previously cited or when the same violation is detected in a number of shipments.

a. CONUS. DD Form 2223 (Shipment Evaluation and Inspection Record) shall be used to warn domestic carriers of violations of the Tender of Service. DD Form 2223 shall cite the Tender of Service paragraphs violated on the shipment and fully identify the shipment involved. A letter of warning for domestic shipments can be issued only by the origin PPSO. Since the DD Form 2223 may serve as a Letter of Warning, it is important that each shipment be evaluated completely and accurately reflect the carrier's performance on that shipment. The DD Form 2223 will then be used as supportive evidence for suspension. For distribution of DD Form 2223, see Appendix R, paragraph A.8.

b. Overseas. DD Form 1780 shall be used to warn ITGBL carriers of violations of the Tender of Service. The letter of warning shall cite the Tender of Service paragraphs violated on the shipment and shall identify fully the shipments involved. A letter of warning may be issued by either the origin or destination PPSO (for air/water terminal--use DD Form 1814). Copies of letters of warning issued by a destination PPSO or terminal commander shall be forwarded to the origin PPSO for placement in the carrier's performance file. These documents then shall be available for the origin PPSO's semiannual review of carrier performance.

- (1) For distribution of DD Form 1780, see paragraph 2027.b.

(2) Letters of Warning Issued at a Military Air or Water Terminal. When issued by a military air or water terminal commander, an original and two copies of DD Form 1814 shall be prepared and distributed as follows:

(a) The original Letter of Warning shall be forwarded to the home office of the carrier.

(b) One copy shall be forwarded to the origin PPSO.

(c) One copy for terminal files.

#### 2031. Suspensions.

a. General: DD Form 1814 (Figure 2-9) shall be used for domestic shipments and DD Form 1780 shall be used for international shipments to notify the carrier of a suspension action. The letter of suspension shall state the member's name, PPGBL number, and the Tender of Service paragraphs violated on the shipment resulting in suspension action. It also shall indicate the effective date and duration of the suspension. When a carrier is suspended, the suspension shall apply to all domestic or international FMS or UB (whichever is applicable) traffic originating at the installation.

(1) When a carrier or agent repeatedly violates any provision of the Tender of Service, rules and regulations of rate tariffs or tenders, or legal requirements, or commits unethical acts, appropriate action will be taken against the carrier. Prior to initiating action to suspend a carrier, the PPSO should consider the quality of performance previously rendered and actions taken to correct the deficiencies. When suspension action is warranted as a result of a carrier's failure to correct deficiencies such as Tender of Service violations, as evidenced by a recurrence of deficiencies, a Letter of Suspension will be issued. If the reason for a suspension is due to acts of an agent, the agent will be disqualified, and all other carriers represented by that agent will be advised of the disqualification and placed in a nonuse status until necessary action is taken to correct the deficiencies to the satisfaction of the PPSO or until the carriers obtain new qualified agents.

(2) No traffic shall be offered to the carrier during the suspension period. See Figures 2-9.1, 2-9.2, and 2-9.3 for procedures on onward movement of shipments already in the pipeline.

(3) Ordinarily, a PPSO may not impose an additional suspension for the same type violation on a subsequent shipment if the pickup date of the shipment on which the same violation occurs was prior to the date of the original suspension. This does not apply to a shipment being held in an origin agent's warehouse beyond the RDD.



(4) Regular Suspensions.

(a) A regular suspension may be imposed when a carrier repeatedly violates any provision of the Tender of Service or other rules and regulations. As a guideline, when a carrier commits the same violation three or more times during the same evaluation period, suspension action should be considered.

(b) When the PPSO determines a suspension is appropriate, the suspension should be imposed not later than 30 days after the destination paperwork is received at origin or within 30 days after the semiannual review of the carrier's performance.

(5) Immediate Suspension. An immediate suspension will be imposed when a carrier's performance on a single shipment is such that the continued participation in DOD traffic is unacceptable. An immediate suspension does not require prior issuance of a letter of warning. An immediate suspension shall be issued for the following violations, including but not limited to:

(a) Carrier personnel or authorized representatives being under the influence of, or using, alcohol or unlawful drugs at the member's residence.

(b) Carrier personnel or authorized representatives using abusive language, actions, or immoral conduct in the presence of the member or the member's family.

(c) Evidence of fraud on the part of the carrier's personnel or authorized representatives.

(d) Evidence of deliberate damage to the member's possessions.

(e) A member's property remaining in a carrier's origin facility on or after the RDD.

(f) A member's property being held at the carrier's terminal facility, or being moved in local or line-haul service, where protection from the elements is not provided.

(g) Domestic program -- Failing to meet the agreed upon pickup date from a residence.

(6) An immediate suspension shall be for a minimum of 30 days. An immediate suspension shall be issued by the origin PPSO based on violations detected at origin or based on the destination PPSO's recommendation. When a destination PPSO detects a flagrant violation in a shipment that requires immediate suspension, the destination PPSO shall contact the origin PPSO by phone or message, stating all facts pertinent to the case. The origin PPSO, upon review of the facts, shall take suspension action, if appropriate. If

the origin PPSO disagrees with the destination PPSO's recommendation, the origin PPSO shall advise the destination PPSO of the reasons for not taking suspension action. If the destination PPSO disagrees with the refusal, all facts and documents pertaining to the case shall be forwarded through the destination PPSO military service headquarters to Headquarters, MTMC, MTPP-Q, for resolution.

(7) Suspensions Resulting from Actions by a Carrier's Agent.

(a) Violations at Origin. If a suspension is issued due to acts of a carrier's agent, all other carriers represented by the agent shall be informed of the suspension and placed in a nonuse status, and the agent shall be disqualified. No traffic shall be offered to these carriers/agent during the period the action is in effect. The nonuse status shall continue until either the agent provides satisfactory evidence of corrective action or the carrier obtains a new qualified agent. Those carriers placed in nonuse shall retain their places on the TDRs. If the agent does not provide sufficient evidence of corrective action within 30 days, the LOIs of all carriers represented by the agent shall be returned, in accordance with paragraph B.4.f.

(b) Violations at Destination. If the destination PPSO recommends suspension due to an act by the carrier's destination agent, the following action shall be taken:

1 If the agent also acts as an origin agent for the carrier, the PPSO shall disqualify the agent, suspend the carrier, and place all other carriers represented by the agent in nonuse.

2 If the agent does not act as origin agent for the carrier, the destination PPSO shall request that the origin PPSO suspend the carrier. The destination PPSO shall disqualify the agent and place all carriers represented by the agent in nonuse.

b. Domestic. This subsection establishes procedures for suspending carriers engaged in domestic TGBL traffic. The procedures prescribed in this subsection apply to all interstate and intrastate shipment Codes 1 and 2.

(1) The first suspension imposed during a performance period (May 1 - Oct 31, or Nov 1 - Apr 30) always shall be considered a "first" suspension. There is no difference in duration between a regular and an immediate suspension. Example: If the first suspension of a performance period was a "regular" and the second was an "immediate," the duration would be 30 and 45 days, respectively. All suspensions shall run consecutively. That is, if a carrier receives a second and third suspension while under a first suspension, the carrier shall remain suspended for 135 consecutive days (30 days plus 45 days plus 60 days equals 135 days). Suspension periods shall be as follows:

First Suspension - 30 days

Second Suspension - 45 days

Third Suspension - 60 days

(2) If the period of suspension or nonuse extends beyond the 60-day traffic denial period, the carrier shall be assigned an administrative score and reinstated in accordance with paragraph 2031.b.(4).

(3) Appeals. If a carrier's appeal of a suspension is upheld, the carrier shall be reinstated to the TDRs at the carrier's previous weight and awarded sufficient traffic to reestablish the carrier within a 20,000-lb differential.

(4) Return to the TDRs of Suspended Carriers. A carrier will be automatically reinstated at the end of the prescribed suspension period. There will be no requirement to advise the carrier of reinstatement. A suspended carrier will be reinstated using the carrier's most recent average shipment score and at the highest cumulative tonnage of any carrier on the TDR.

c. International. This subsection establishes procedures for warning and suspending carriers engaged in international TGBL traffic. The procedures prescribed in this subsection apply to Codes 4, 5, 6, 7, 8, J, and T shipments.

(1) A suspension shall remain in effect until satisfactory evidence is provided by the carrier, and accepted by the PPSO, that corrective action has been taken to prevent recurrence of the violations.

(2) A suspension is considered a first suspension when a period of 180 days has elapsed since the end of the last suspension. Suspension will be for a minimum of 30 days without automatic reinstatement.

(3) A carrier will not be reinstated unless satisfactory evidence of action taken to correct the deficiencies is accepted by the PPSO. If evidence is accepted by the PPSO the carrier shall be reinstated at the end of the prescribed suspension period.

(4) Before expiration of the suspension period or on the day the PPSO is satisfied that the carrier has taken adequate corrective action, the PPSO shall issue a letter of reinstatement (DD Form 1780) to advise the date reinstatement will be effective. An original and two copies of the letter of reinstatement shall be prepared and distributed as follows:

(a) The original DD Form 1780 shall be forwarded to the home office of the carrier.

(b) One copy shall be forwarded to the carrier's local agent.

(c) One copy shall be retained in the carrier's performance file.

(5) The carrier being reinstated shall be returned to the appropriate TDRs on the date of reinstatement. If traffic was not awarded on a TDR during the suspension period, the carrier shall be reinstated with the same tonnage held at the time the suspension began. If traffic was awarded on a TDR during the suspension period, the carrier shall be reinstated at the highest cumulative tonnage of any carrier on the TDR. If the carrier being reinstated is a party to a common financial and/or administrative agreement any additional tonnage charged also shall be charged to each participant in the agreement.

d. Distribution of the Letter of Suspension. The letter of suspension shall be distributed as follows:

(1) The original DD Form 1814 or DD Form 1780 when used shall be forwarded by certified mail, return receipt requested, to the home office of the carrier.

(2) When suspension action results from a recommendation by the destination PPSO, an information copy shall be forwarded to the destination PPSO.

(3) One copy shall be retained in the carrier's performance file.

(4) One copy shall be forwarded to the carrier's agent.

e. Carrier Appeal of a Suspension Action.

(1) A carrier has the right to appeal a suspension imposed by the origin PPSO. The appeal shall be mailed directly to the origin PPSO and shall be postmarked not later than 30 calendar days from the date the origin mailed the notification of suspension. The carrier's appeal shall be factual, fully documented and shall provide evidence of why suspension action is not appropriate.

(2) The PPSO shall make every effort to resolve the appeal at the installation level. The origin PPSO shall either inform the carrier that the appeal is granted or provide a reason for its denial. The origin PPSO's response to the carrier shall be forwarded not later than 30 calendar days from the postmarked date of the carrier's letter of appeal.

(3) An appeal denied by the PPSO may be further appealed by the carrier when directed to the responsible MTMC area command, MTMC overseas component, or designated MTMC representative. Initiation of this appeal is the responsibility of the carrier. The appeal shall be factual and shall

address the reasons why the PPSO's denial of the initial appeal was not warranted. The appeal shall include a copy of the carrier's initial appeal to the PPSO, the PPSO's response, and any other pertinent documents or information which will assist the MTMC area command/overseas component in rendering a decision. An information copy of this appeal shall be forwarded by the carrier to the origin PPSO. If an appeal cannot be resolved by the MTMC area command/overseas component, or designated MTMC representative, it shall be forwarded to Headquarters, MTMC, ATTN: MTPP-Q, for resolution. In all such cases, the decision of Headquarters, MTMC, shall be final.

(4) If an appeal is granted, the carrier shall be immediately reinstated on the appropriate TDRs. If necessary, sufficient shipments shall be offered to return the carrier to the relative TDR position held at the time the suspension was imposed. A letter of retraction will be issued to the home office of the carrier by the PPSO imposing the suspension (unless the carrier has already been reinstated).

#### 2032. Disqualifications.

a. Disqualification Action by Headquarters, MTMC. Disqualification of a carrier may be imposed only by Headquarters, MTMC. Disqualification action may be taken independently by Headquarters, MTMC, or may result from the recommendation of an PPSO, MTMC area command, MTMC overseas component, or designated MTMC representative. A disqualification may be imposed for a definite or indefinite period and may be areawide, nationwide, or worldwide. It can also be for something less, e.g., for specific routes, channels, installations or rate areas. A letter of disqualification shall be forwarded by Headquarters, MTMC, to the home office of the carrier. Headquarters, MTMC, shall also notify the responsible MTMC area command, MTMC overseas component, or overseas command and all affected PPSOs. No traffic shall be offered to the carrier during the disqualification period.

b. Recommendation for Disqualification.

(1) Disqualification shall be initiated by the origin PPSO when a carrier:

(a) Incurs 3 suspensions during the same performance period/rate cycle.

(b) Fails to attain the minimum acceptable performance standards for 2 consecutive performance periods.

(c) Clearly indicates their inability or unwillingness to meet their contractual agreement as specified in the Personal Property/Mobile Home Tender of Service.

(2) Carriers shall be notified by certified mail of the PPSO's intent to recommend disqualification and given 30 days to respond to the deficiencies cited in the notification. The PPSO's notification to the carrier shall include a summary of the shipments involved or other violations documented during the period cited. See Figure 2-9.3 for procedures on onward movement of shipments already in the pipeline.

(3) If the carrier fails to respond within the 30 day period or if the carriers response is not acceptable and the PPSO determines that the recommendation for disqualification is justified, the recommendation with full documentation, as indicated below, will be forwarded to the appropriate MTMC area command or overseas component.

(a) Total number of shipments, HHG or UB as applicable, tendered to the carrier during the period involved.

(b) Shipment refusals.

(c) Copies of suspensions and other supporting documents, e.g. customer satisfaction reports, letters of complaints, tracer requests, letters of warning, etc.

(d) Copies of all correspondence from the carrier during the period involved.

(4) The MTMC area command or overseas component will review each recommendation for completeness, recommend disposition, and forward case file to MTMC. If documentation is incomplete, the area command or overseas component will return same to the PPSO for correction or additional data. Upon final review, case file is forwarded as above.

(5) PPSOs will not normally place carriers in nonuse when recommending disqualification unless circumstances indicate lack of security, fire hazard, or deliberate damage. Justification for recommending a carrier for disqualification is adequate grounds for suspension action. Generally, the carrier will be in suspended status prior to, or concurrently with the recommendation for disqualification.

c. Carrier Appeal of a Disqualification. It is the carrier's right to appeal a disqualification action. The appeal, however, must be submitted to Headquarters, MTMC, within 15 days of the date of the letter of disqualification. The appeal must factually address the violations for which the carrier was disqualified and present evidence of why disqualification action is not appropriate. If the carrier fails to appeal within 15 days or if the appeal is denied, the carrier shall be disqualified. If the carrier's appeal is accepted, the carrier shall be reinstated to the appropriate TDRs and shall be offered sufficient tonnage, if necessary, to return to the relative position held when disqualification was recommended.

d. Return to TDRs of Disqualified Carriers. When a carrier disqualification is ended, the carrier will be reinstated to the TDRs using the carrier's most recent average shipment score and at the highest cumulative tonnage of any carrier on the TDR. A carrier will always be evaluated at the end of each performance period regardless of their current status.

2033. Nonuse.

a. Nonuse of a Carrier Initiated by Headquarters, MTMC.

(1) Headquarters, MTMC, may direct the nonuse of a carrier for a definite or indefinite period of time. Nonuse of a carrier may be directed by Headquarters, MTMC, as a result of, but not limited to, the following:

(a) Financial instability.

(b) Failure to provide proof of cargo insurance.

(c) Failure to provide a properly executed certificate of agency agreement to overseas PPSOs.

(2) When nonuse action is taken, Headquarters, MTMC, shall notify the home office of the carrier concerned to explain the reasons for such action. The appropriate PPSOs shall be notified of the action, its duration, and to what type of traffic it applies. The PPSO shall annotate the carrier's position on appropriate TDRs with the code "N" for "nonuse." No further tonnage shall be offered to the carrier until the nonuse has been lifted by Headquarters, MTMC. See Figure 2-9.2 for procedures on onward movement of shipments already in the pipeline.

(3) When notified by Headquarters, MTMC, of the reinstatement of a nonuse carrier, the PPSO shall restore the carrier to the appropriate TDRs. Headquarters, MTMC, shall specify whether the carrier will be returned to the TDR at:

(a) No loss of tonnage;

(b) A specific loss of tonnage; or

(c) The highest cumulative tonnage of any carrier on that TDR.

b. Nonuse of a Carrier Initiated by the PPSO.

(1) The PPSO in accordance with the provisions of this regulation may place carriers in nonuse as a result of disqualification of agent's facilities, personnel, or equipment, or as a result of suspension due to unsatisfactory performance of agents, or when the PPSO is directed by Headquarters, MTMC. This will include any action taken against the agent in

any capacity, pursuant to the applicable paragraphs of Federal Acquisition Regulation (FAR) concerning suspensions or debarment. Furthermore, the PPSO will place an agent in nonuse when informed of a suspension or debarment under the FAR.

(2) No traffic shall be offered to a carrier or agent representing that carrier which is placed in "nonuse by the PPSO". See Figure 2-9.1 for procedures on onward movement of shipments already in the pipeline. Upon satisfactory resolution of the deficiency that lead to placement of the carrier or agent in nonuse, the nonuse status shall be lifted and the carrier shall be returned to the appropriate TDR in accordance with the domestic traffic distribution procedures or the ITGBL traffic distribution procedures. The applicable procedures are described in section C., above.

c. Nonuse of a Carrier Due to a Strike at an Agent's Facility. When an agent's ability to provide service is adversely affected by a strike against the agent, all carriers represented by that agent shall be placed in a nonuse status. See Figure 2-9.1 for procedures on onward movement of shipments already in the pipeline. No traffic will be offered to those carriers in nonuse until resumption of satisfactory service by the agent. The remaining carriers shall be offered tonnage in accordance with their relative TDR positions. All tonnage offered during the strike period shall be annotated separately to preserve the relative TDR positions of all carriers that existed at the time nonuse was initiated. At the conclusion of the strike, nonuse carriers shall be reinstated to the appropriate TDRs and the TDRs shall be reopened with all carriers at the same relative position they held at the time nonuse action was initiated.

d. Reinstatement from Nonuse.

(1) When nonuse status imposed by Headquarters, MTMC, is lifted (to include notification of carrier reinstatement to the shipping office), the carrier is reinstated to the TDRs using the carrier's most recent average shipment score. Headquarters, MTMC, will provide specific instructions concerning the amount of penalty tonnage to be charged against the carrier.

(2) When nonuse imposed by the PPSO is lifted, the carrier is reinstated to the TDRs using the carrier's most recent average shipment score and at the highest cumulative tonnage of any carrier on the TDR.



RECEIPT FOR UNACCOMPANIED BAGGAGE		
DELIVERED TO:		
RECEIVED FROM (Last name, first name, middle initial)		
RANK	BRANCH OF SERVICE	SSAN
RECEIPT OF THE FOLLOWING ARTICLES IS ACKNOWLEDGED		
DESCRIPTION		NO. OF PIECES
BOX		
DUFFLE BAG/SEA BAG		
SUITCASE		
CARTON		
FOOT LOCKER		
TRUNK		
TOOL BOX		
OTHER (DESCRIBE)		
NAME AND ADDRESS OF RESPONSIBLE ITO AT DESTINATION		
RECEIVED BY (Name and Rank)		DATE
ACTIVITY ADDRESS		

DD FORM 1796  
1 MAR 71

(figure 2-1)

PRE-AWARD SURVEY OF CONTRACTOR'S/CARRIER'S FACILITIES AND EQUIPMENT				DATE (Yr/Mo/Day)			
<small>INSTRUCTIONS: THIS SELF EXPLANATORY FORM IS TO BE COMPLETED IN DUPLICATE FOR EACH WAREHOUSE OR SPECIFIC AREA THEREOF IN WHICH HOUSEHOLD GOODS ARE TO BE STORED. THE ORIGINAL TO BE RETAINED BY THE RESPONDING ACTIVITY. DUPLICATE TO THE CONTRACTOR/CARRIER.</small>							
NAME AND ADDRESS OF FIRM (Include ZIP code.)		SCAC		CONSTRUCTION OF BUILDING			
				WALLS			
				ROOF			
NAME OF OPERATING EXECUTIVE		FLOOR(S)		NUMBER OF FLOORS			
PHONE (Include AREA CODE.) BUSINESS: HOME:		BASEMENT					
ADDRESS OF STORAGE LOCATION (Include ZIP CODE.)		GIVE NARRATIVE DESCRIPTION OF BUILDING (Use reverse for diagram of storage area, if desired.)					
WAREHOUSE NUMBER		AREA (Floor, Fire Division, etc.)					
WAREHOUSE LICENSE NO.		OPERATING AUTHORITY					
OPEN FOR BUSINESS (Hours and days of week.)							
PICK-UP AND DELIVERY EQUIPMENT							
NUMBER OF TRUCKS						TYPE OF TRUCKS	
				TOTAL STORAGE SPACE (Square feet.)			
				OWNERSHIP OF BUILDING			
				<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED (If leased complete the following and attach a copy of lease.)			
				LEASE EXPIRES _____ PHONE _____			
				NAME AND ADDRESS OF OWNER (Include ZIP CODE.)			
FIRE PROTECTION				(CHECK "YES" OR "NO" AS APPROPRIATE)			
FIRE CONTENTS RATE (Based upon 80 percent co-insurance per \$100 per year.)				YES NO			
DOD FIRE CLASSIFICATION CODE		WEIGHT LIMITATIONS (LBS.)		CATEGORY OF BUSINESS			
NUMBER OF MILES TO NEAREST FIRE DEPARTMENT:				MINORITY BUSINESS ENTERPRISE			
NEAREST FIRE HYDRANT		NUMBER OF FEET FROM BUILDING:		SMALL BUSINESS CONCERN			
		POUNDS OF PRESSURE:		FIRE EXTINGUISHERS			
		<input type="checkbox"/> ADEQUATE <input type="checkbox"/> INADEQUATE		IS THERE A SUFFICIENT NUMBER?			
DESCRIBE FIRE PROTECTION SYSTEM				ARE THEY THE PROPER TYPE?			
FREQUENCY OF TEST/INSPECTION:				ARE THEY REGULARLY INSPECTED AND MAINTAINED?			
MAINTENANCE CONTRACT WITH				FIRE FIGHTING PLAN			
				IS A FIRE FIGHTING PLAN POSTED?			
				ARE ALL EMPLOYEES FAMILIAR WITH THE PLAN?			
				CLIMATE PROTECTION			
				IS BUILDING PROTECTED FROM EXTREME COLD?			
				IS BUILDING PROTECTED FROM EXTREME HEAT?			
				IS BUILDING PROTECTED FROM EXTREME HUMIDITY?			
				IS VENTILATION ADEQUATE?			
				ARE UTILITIES AND OTHER SYSTEMS SERVICED AT LEAST ANNUALLY?			
SCALES				MATERIAL HANDLING EQUIPMENT			
TYPE AVAILABLE		DISTANCE FROM BUILDING (MILES)		IS THE EQUIPMENT PROPERLY MAINTAINED?			
CERTIFIED		YES NO		SMOKING			
		CAPACITY		ARE "NO SMOKING" SIGNS POSTED?			
STORAGE METHODS (Give brief description)				IS "NO SMOKING" POLICY ENFORCED?			
RUGS				HOUSEKEEPING			
UPHOLSTERED FURNITURE				IS BUILDING AND OUTSIDE AREA NEATLY KEPT AND FREE FROM HAZARDOUS MATERIALS?			
PIANOS				ARE COMBUSTIBLE WASTE MATERIALS STORED AT LEAST 30 FEET FROM FACILITY?			
FIREARMS SECURITY				SECURITY			
OTHER PROPERTY				IS BUILDING EQUIPPED WITH BURGLAR ALARM?			
HAZARDOUS OPERATIONS (Describe operations in or near building which may be hazardous to stored property.)				IS A WATCHMAN ON DUTY?			
				DO POLICE PATROL THE AREA?			
				ARE DOORS AND WINDOWS ADEQUATELY PROTECTED?			
				IS SEPARATION FROM JOINT OPERATION OCCUPANT, IF ANY, ADEQUATE? (See "Hazardous Operation" below.)			
TYPE OF PROGRAM FIRM HAS FOR RODENT AND/OR INSECT CONTROL				FLOODING			
				IS BUILDING SUBJECT TO FLOODING?			
I certify that I have inspected the above described facility and find that, to the best of my knowledge, the information herein is true and correct.				SIGNATURE (Inspecting Officer)			
I certify that the conditions and policies of this warehouse are, to the best of my knowledge, as indicated above.				DATE (Yr/Mo/Day)			
I certify that I have reviewed this survey and <input type="checkbox"/> APPROVE.				SIGNATURE (Warehouseman)			
<input type="checkbox"/> REJECT the facility for storage of household goods.				DATE (Yr/Mo/Day)			
				SIGNATURE (Contracting Officer/Trans. Officer)			
				DATE (Yr/Mo/Day)			

DD FORM 1811

EDITION 1 AUG 75 IS OBSOLETE.

(Figure 2-2)

Date

WAREHOUSE INSPECTION REPORT				<input type="checkbox"/> BOTH BOA AND SIT <input type="checkbox"/> RSMO <input type="checkbox"/> ITO			DATE OF INSPECTION (Yr/Mo/Day)		
NAME AND ADDRESS OF CONTRACTOR/CARRIER	ADDRESS OF WAREHOUSE			FIRE SYSTEM/CLASS				LOTS	WEIGHT
				BS/1	USB/2	D & R/3	FCR/4		
CONTRACT REFERENCE NUMBER		STATUS: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE <input type="checkbox"/> INELIGIBLE		CURRENT CONTRACT OR TENDER OF SERVICE ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>1. PRE AND POST STORAGE SERVICES</b> <input type="checkbox"/> A Unauthorized equipment in use <input type="checkbox"/> B Unauthorized cartons and packaging used <input type="checkbox"/> C Improper packing/sealing/marketing of cartons <input type="checkbox"/> D Pickup service not accomplished on time <input type="checkbox"/> E Improper loading/unloading of van or pallet <input type="checkbox"/> F Disassembled parts not packaged/inventoried <input type="checkbox"/> G Inventory stickers on finished surfaces <input type="checkbox"/> H Improper appliance servicing/labeling <input type="checkbox"/> I Smoking observed at residence <input type="checkbox"/> J Employees on duty not efficient/naest <input type="checkbox"/> K Origin premises not left in good order <input type="checkbox"/> L Destination services improperly performed <input type="checkbox"/> M Deviations to service order <input type="checkbox"/> N Delivery service not accomplished on time  <b>2. ADMINISTRATION</b> <input type="checkbox"/> A Incorrect inventory preparation <input type="checkbox"/> B No separate weight ticket and certificate/PS and E/WT <input type="checkbox"/> C Incorrect warehouse receipt preparation <input type="checkbox"/> D Ineffective locator system* <input type="checkbox"/> E Contract supporting paperwork needed  <b>3. STORAGE METHODS &amp; OPERATION</b> <input type="checkbox"/> A Consigned lots not stored within 5 days* <input type="checkbox"/> B Improper storage, stacks/pallets <input type="checkbox"/> C Finished surfaces not protected by pads/wrap <input type="checkbox"/> D Lots and separated pieces not elevated 2 inches <input type="checkbox"/> E Lots stored against exterior walls <input type="checkbox"/> F Lawnmowers not stored at base level of lot <input type="checkbox"/> G Improper firearms control <input type="checkbox"/> H Loose stack storage over 10 feet* <input type="checkbox"/> I PBO contents not identified on inventory <input type="checkbox"/> J Improper storage of upholstered pieces* <input type="checkbox"/> K Improper storage of rugs/pads*					<b>3. (CON'T)</b> <input type="checkbox"/> L Improper piano/organ storage <input type="checkbox"/> M Improper storage of mattresses <input type="checkbox"/> N Segregated items not properly identified <input type="checkbox"/> O Improper packing of mirrors/glass table tops <input type="checkbox"/> P Inadequate protection against mold/mildew <input type="checkbox"/> Q Aides being used to process goods in/out <input type="checkbox"/> R Previous discrepancies not corrected*  <b>4. FIRE PREVENTION AND HOUSEKEEPING</b> <input type="checkbox"/> A Electric/heat/water systems require repair <input type="checkbox"/> B Evidence of smoking in warehouse* <input type="checkbox"/> C Unauthorized items stored* <input type="checkbox"/> D Improper aisle and/or stacking clearance <input type="checkbox"/> E No fire system inspection* <input type="checkbox"/> F No fire extinguisher inspection <input type="checkbox"/> G No extinguishers on warehouse equipment <input type="checkbox"/> H Trash/debris in storage area <input type="checkbox"/> I Fire doors inoperable/in need of repair <input type="checkbox"/> J No fire plan posted <input type="checkbox"/> K Space heaters/extension cords being used <input type="checkbox"/> L Gas and oil not drained from motorized items <input type="checkbox"/> M Hazards noted within 50 feet of warehouse* <input type="checkbox"/> N Flammables/combustibles found in warehouse*  <b>5. WAREHOUSE PRACTICES</b> <input type="checkbox"/> A Inadequate security* <input type="checkbox"/> B Inadequate loading/unloading area <input type="checkbox"/> C Structural deficiencies (doors/floors/roof/walls/windows) <input type="checkbox"/> D Inadequate protection from sun/dust/heat/cold/moisture <input type="checkbox"/> E Lack of insect/rodent control <input type="checkbox"/> F Vehicles parked in storage area <input type="checkbox"/> G Commingled storage with undesirable commodities <input type="checkbox"/> H Multiple occupancy* <input type="checkbox"/> I Weight stored in excess of authorized limit*				
<b>6. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> A No deficiencies observed.  <input type="checkbox"/> B Corrective action without report is required as soon as possible  <input type="checkbox"/> C Corrective action; confirmed in writing; is required by _____ (DATE).            Send notice of corrective action to _____  <input type="checkbox"/> D You are _____ for further business as of _____  <input type="checkbox"/> E You are continued ineligible for further initial service orders.  <b>NOTE:</b> "..." See REVERSE SIDE for instructions.         </div> <div style="border: 1px solid black; padding: 2px;">           A: 0    B: 1-6    C: 9-16    D: 17 &amp; OVER         </div> </div>									
DOCUMENT FILES CHECKED				LOT NUMBERS CHECKED					
REMARKS:									
SIGNATURE & TITLE OF CONTRACTOR/CARRIER/REPRESENTATIVE					SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR				

DD FORM 1812

EDITION 1 JUN 71 IS OBSOLETE.

1 - RSMO/ITO FILE COPY

(figure 2-3)

"\*" INSTRUCTIONS: This form will be prepared in TRIPLICATE. The original will be retained by the inspection agency (ITO/RSMO); duplicate copy will be furnished to the contractor/carrier's agent; and triplicate copy will be forwarded to the responsible ITO/RSMO for information purposes.

SECTION 1 - 5: When a discrepancy exists, it will be rated by using the numbers of 1, 2, and 3, reflecting the ascending seriousness of the findings, which is prescribed in the "Guide to Severity of Deficiencies." The rating will be indicated in the blank space, preceding the violation. In the "REMARKS" space, a reference to the Tender of Service or the Basic Ordering Agreement may be entered for each violation found. If needed, include all additional remarks on the Reverse Side. Items marked by an asterisk are applicable by the judgment of the inspector to interrupt the contract with or without the quality control rating of total assessed points.

SECTION 6: An assigned rating of A - D for administrative action corresponds to the total number of points given during the inspection. If item C is checked, complete the statement to show the allowed time for corrective action and reply.

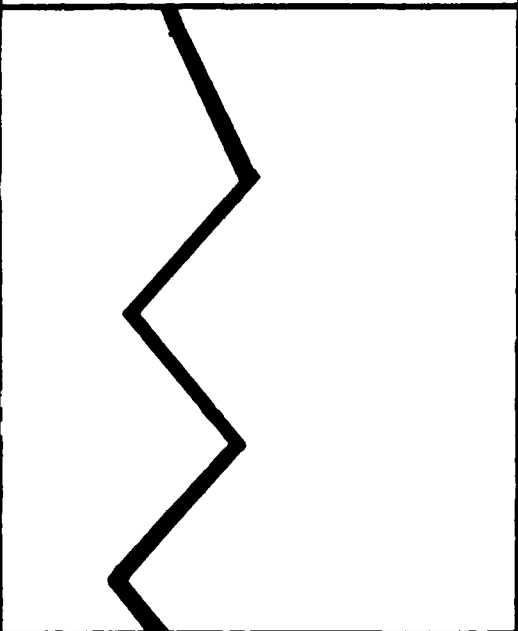
REMARKS: (CON'T)

(figure 2.3 con't)

# TRAFFIC DISTRIBUTION RECORD

**LEGEND (1)**  
 A- Adjustment  
 D- Disqualified Agent  
 DQ-Disqualified by HQ MTMC  
 I- Interline  
 JC-Joint Carriage  
 R- Refused  
 S- Suspended

Origin Area: (2)  
 Destination: (3)  
 Date: (4)

	R T T A A E T B N E I D F E O F R R /	W B F E R O I O R G U W H G A T H R T D (cwt)	(5)	(6)	(7)	(8)
			DATE	GBL. No.	WEIGHT (cwt)	ACCUMULATIVE TOATAL(cwt)
			1st column			Last Column
(1) (9)	(10)	(11)	(5) (1) (6)			(5) (1) (6)
			(1) (7) (8)			(1) (7) (8)

(figure 2-4)

### RECOMMENDED FORMAT FOR INTERNATIONAL TDR

[illegible]

### LEGEND

- (1) Code of Service: Enter appropriate code: 4, 5, T.
- (2) Distribution Period: (Optional) Circle distribution period in pencil.
- (3) Destination: Enter destination.
- (4) Date: Use "date booked" or "pick up date", but be consistent on all TDRs. May also be used for posting the date of a specific action, e.g., suspensions, disqualifications, refusals, and adjustments.
- (5) Name: Member's last name and initials.
- (6) Weights:
  - a. - Estimated: Enter estimated weight (CWT). Posting estimated weight is considered sufficient. Posting of actual weight is PPSO option. Use only one method.
  - b. - Cumulative: Enter cumulative weight (estimated or actual).

(figure 2-5)

- (7) Status Code: Enter Shipment Status Codes.
- (8) GBL: Enter complete number.
- (9) Remarks: Enter an explanation which will clarify a status code.
- (10) Carrier: Enter name of carrier and scac code.
- (11) Rate: Enter carrier's rate.
- (12) Range: For ITGBL Program: (Optional) Enter the percent of traffic which will be offered to the primary carrier(s).
- (13) Tonnage Weight Scale: (Optional) Use sliding indicator for quick indication as to next carrier to receive shipment.

(Figure 2-5 (continued))

SHIPMENT EVALUATION AND INSPECTION RECORD				1. DATE (Yr/Mo/Day)	2. CARD IDENTITY (1-2)	REPORTS CONTROL SYMBOL MTMC 124(R2)
3a. MEMBER'S NAME (Last, First, M.I.)		b. RANK	4a. CARRIER'S NAME		b. SCAC	
5a. NAME OF ORIGIN SHIPPING OFFICE		b. QBLOC	5a. NAME OF DESTINATION SHIPPING OFFICE		b. QBLOC	
c. ADDRESS (State, zip code)			c. ADDRESS (State, zip code)			
7. PICK UP ADDRESS (Street, city, state)			8. DELIVERY ADDRESS (Street, city, state)			
9. PICK UP DATE (Yr/Mo/Day)		10. REQUIRED DELIVERY DATE (Yr/Mo/Day)	11. CODE OF SERVICE (7)	12. DESTINATION STATE	13. INTER-INTRA (8)	
14. PPGBL NUMBER (9-17)		15. S.I.T. NUMBER	16. DATE IN (Yr/Mo/Day)	17. DATE OUT (Yr/Mo/Day)	18. DELIVERY DATE (Yr/Mo/Day)	
<b>I. SHIPMENT SCORING</b> a. Failure to pick up on agreed date (Para 41.e) <input type="checkbox"/> b. Failure to meet required delivery date (para 41.e, 46) c. Loss or damage estimate (para 27) Less than \$500 <input type="checkbox"/> \$500 or over <input type="checkbox"/> 1-2 Days <input type="checkbox"/> 3-5 Days <input type="checkbox"/> 6-8 Days <input type="checkbox"/> 10 Days/over <input type="checkbox"/>						
OTHER VARIABLES				MISSED RDD		
				0 Days	1-2 Days	3-5 Days
				6-8 Days	10 or More	
Met pick up and no loss/damage				100	92	83
Met pick up but loss/damage under \$500				93	85	77
Met pick up but loss/damage \$500 or more				87	88	80
Missed pick up but no loss/damage				67	68	60
Missed pick up and loss/damage under \$500				60	62	53
Missed pick up and loss/damage \$500 or more				33	25	17
SHIPMENT SCORE (as determined from above table)						
II. CUSTOMER SATISFACTION :				YES <input type="checkbox"/>	NO <input type="checkbox"/>	NO RESPONSE <input type="checkbox"/>
III. SHIPMENT EVALUATION						
ORIGIN		YES	NO	DESTINATION		YES
Made premove survey (if applicable) (para 41.a)				Notified destination ITO in advance of inability to meet RDD (para 41.e)		
Used proper/sufficient packing material/equipment (para 42, 43, 44, 49)				Notified destination ITO of arrival/delivery (para 41.e, d)		
Prepared inventory properly (para 54)				Recorded loss/damage during unloading/unpacking (para 33)		
Prepared DD Form 619 properly (para 23)				Prepared DD Form 619 properly (para 23)		
Used qualified personnel (para 47)				Used qualified personnel (para 47)		
Properly serviced appliances (para 44.b, i)				Properly serviced appliances (para 44.b)		
Rolled rugs properly; did not fold (para 36.d, 44.j)				Rugs were rolled properly, not folded (para 36.d, 44.j)		
Weighed shipment IAW manner prescribed by ICC (para 20.c)				Reweighed shipment when/as requested (para 20.g)		
Removed packing material and other debris (para 50)				Unpacked, reassembled and removed packing debris (para 27)		
Provided required documents to ITO/member within time specified (para 18, 28, 52, 53.a)				Provided required documents to ITO/member within time specified (para 18, 28, 52, 53.a)		
Containers were properly marked and protected from the weather (para 40.a(1), (2), 40.b, c, d, e)				Containers were properly marked and protected from the weather (para 40.a(1), (2), 40.b, c, d, e)		
PPBAE was packed, weighed and entered on inventory and GBL (para 54.g)				Complied with storage in transit requirements (para 21, 36.a, b, c, e(1), (2))		
REMARKS (Include any additional violations)				REMARKS (Include any additional violations)		
SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE				SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE		
DATE (Yr/Mo/Day)				DATE (Yr/Mo/Day)		
SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE				THIS SERVES AS A LETTER OF WARNING <input type="checkbox"/>		
DATE (Yr/Mo/Day)						

DD FORM 2223  
22MAR

PREVIOUS EDITION IS OBSOLETE

(figure 2-6)  
2-67





SHIPMENT EVALUATION AND INSPECTION RECORDS					1. DATE	REPORT CONTROL SYMBOL MTMC-188 (R-2)
2. MEMBER'S NAME		3. GRADE	4. COMPONENT	5. CARRIER <span style="float: right;">BCAC</span>		
6. PPGBL/ORDER NUMBER	7. ORIGIN PPBO	8. LOC	9. DESTINATION PPBO	10. LOC	11. CODE OF SERVICE	
12. PICK UP ADDRESS (Street, City, State, Zip Code)		13. DELIVERY ADDRESS (Street, City, State, Zip Code)			14. DESTINATION CONTROL AREA	
15. PICK UP DATE (Y/M/D)	16. FROM ITS?	17. MISSED PICK UP?	18. RDD		19. SIT?	
20. DATE IN SIT (Y/M/D)	21. DATE OUT OF SIT (Y/M/D)	22. DELIVERY DATE (Y/M/D)	23. EST. LOSS/DAMAGE		24. TYPE LOSS/DAMAGE	
25. DATA SOURCE	26. ORIGIN WEIGHT	27. DESTINATION WEIGHT	28. CUSTOMER SATISFACTION		29. T/S VIOLATIONS	
30. SHIPMENT INSPECTION (Indicate violations noted in block 27)						
TENDER OF SERVICE VIOLATIONS		T/S Code	Violation Description		Code	
Failed to perform premove survey (if applicable)		A	Failed to provide required documents to PPBO		M	
Improperly packed/loaded shipment		B	Failed to provide required documents to member		N	
Improper/inadequate packaging material		C	Failed to unpack/reassemble		O	
Prepared inventory improperly		D	Failed to comply with SIT requirements		P	
Prepared DD 619-1/DD 1840 improperly		E	Containers not properly marked		Q	
Used unqualified personnel		F	Failed to protect containers from weather		R	
Improperly serviced/deserviced appliances		G	Failed to pack, weigh, and enter PSP&E on inventory/PPGBL		S	
Folded/failed to properly roll rug(s)		H	Failed to report shipment in weekly report		T	
Failed to record loss/damage		I	UB/HHG containers failed to meet specifications		U	
Failed to weigh shipment IAW manner prescribed by ICC		J	Failed to notify PPBO of inability to meet RDD		V	
Failed to remove packing materials/debris		K	Failed to trace within 24/48 hours (As applicable)		W	
Failed to reweigh when requested		L	Failed to notify PPBO of arrival/delivery		X	
			Failed to containerize at residence		Y	
31. REMARKS						
32. ORIGIN INSPECTOR		33. DESTINATION INSPECTOR		34. SHIPPING OFFICE REPRESENTATIVE		
a. SIGNATURE		a. SIGNATURE		a. SIGNATURE		
b. DATE SIGNED		b. DATE SIGNED		b. DATE SIGNED		
35. THIS SERVES AS NOTICE OF:						36. EFFECTIVE DATE
a. WARNING		b. SUSPENSION FOR _____ DAYS		c. REINSTATEMENT		

DD form 1780, MAY 1986

Previous editions are obsolete

(figure 2-8)

<b>CARRIER</b>	<input type="checkbox"/> <b>WARNING</b>	<input type="checkbox"/> <b>SUSPENSION</b>	<input type="checkbox"/> <b>REINSTATEMENT</b>	<input type="checkbox"/> <b>CANCELLATION OF WARNING</b>	<b>DATE</b>
<b>FROM:</b> (Shipping Activity & Symbol)					
<b>INSTRUCTIONS:</b> This form will be completed in accordance with instructions on the reverse.					
<b>TO:</b> (Carrier's Name, Address)					
					<b>CARRIER CODE</b>
<b>PART I — PERSONAL PROPERTY OWNER DATA</b>					
<b>NAME</b> (Last, First, MI)			<b>GRADE</b>	<b>SSN</b>	
<b>PART II — SHIPMENT DATA</b>					
<b>SHIPMENT MOVED FROM</b> (City or Installation, State/Country)					
<b>SHIPMENT DESTINED FOR</b> (City or Installation, State/Country)					
<b>PART III — CARRIER ACTION</b>					
<p>Due to the violation(s) of the Tender of Service cited below, you are hereby warned that a repetition of this type of service will be the basis for suspension.</p> <p>Due to the violation(s) of the Tender of Service cited below, your company is suspended at this installation for the period indicated.</p> <p>Your company will be reinstated to the list of carriers eligible to serve this installation on the date shown below.</p>					
<b>TYPE OF ACTION</b> W — Warning   1 — 30-Day Suspension   2 — 45-Day Suspension 3 — 60-Day Suspension   R — Reinstatement   C — Cancellation of Warning					<b>INSTALLATION CODE</b>
<b>GBL</b>	<b>TYPE OF ACTION</b>	<b>EFFECTIVE DATE</b>	<b>T/S PARA</b>	<b>T/S PARA</b>	<b>T/S PARA</b>
<b>EXPLANATION OF T/S PARAGRAPHS LISTED ABOVE:</b> (See INSTRUCTIONS on the reverse side.)					
<b>NAME OF INSTALLATION TRANSPORTATION OFFICER</b> (Type)				<b>SIGNATURE</b>	

DD FORM 1814  
1 SEP 74

EDITION OF 1 JUN 71 WILL BE USED UNTIL EXHAUSTED.  
Copy 1 — Carrier

(figure 2-9)

## INSTRUCTIONS FOR DD FORM 1814

1. In title block, check type of action.
2. Stamp or type day, month and year.
3. Enter complete address of shipping activity, including symbol and ZIP code.
4. Enter complete carrier name and address, including carrier code.
5. Complete Parts I and II (Self-explanatory).
6. GBL. Enter Government Bill of Lading number, limit to eight digits (F-2,271,549 will be typed F 2271549).
7. Type of Action. Enter "W" to indicate warning; 1, 2, or 3 to indicate days suspended; "R" to indicate reinstatement; "C" to indicate cancellation of warning. (Cancellation may be accomplished by indicating the paragraphs involved.)
8. Enter installation Code and authenticate at bottom of the form.
9. Effective date. Enter six (6) digit calendar date action was taken (2 Jan 71 will be typed 020171).
10. Tender of Service Violation. Enter paragraph number(s) of the Tender of Service (app. A) which was violated. Maximum number of violation entries is four. First two digits will identify the paragraph number, the third digit will identify the first subparagraph number, fourth digit will identify the second paragraph number. (Tender of Service paragraphs 1 through 9 will be preceded by a zero).

(figure 2-9 cont'd)

PPSO ACTIONS		
Agent Disqualified and Carrier in Nonuse	Carrier Suspension (After Issuance of Letter of Warning)	Carrier Immediate Suspension (Letter of Warning not Required)
No further traffic will be tendered to carrier. No SIT will be authorized to the disqualified agent.	No further traffic will be tendered.	No further traffic will be tendered.
PPSO has option of retendering ship- ments still at origin.	PPSO has option of retendering ship- ments still at origin.	Rebook shipments still at origin unless member inconvenience will occur.
Shipments in pipeline remain with carrier.	Shipments in pipeline remain carrier.	Shipments in pipeline remain with carrier.

(Figure 2-9.1)

**HQMTMC ACTIONS  
NONUSE**

Failure to Meet Administrative Requirements	Pending Dis- qualification Board	No LOI on File (Nonuse by Rate Area)	No Agency Agreement
Rebooks ship- ments still at origin unless member incon- venience will occur	No further traffic will be tendered.	No further traffic will be tendered.	No further traffic will be tendered.
Shipments in pipeline remain with carrier (unless other- wise directed by MTMC)	Rebook ship- ments still at origin unless member incon- venience will occur	Shipments booked or in pipeline remain with carrier (unless other- wise directed by MTMC	Shipments booked or in pipeline remain with carrier (unless other- wise directed by MTMC
	Shipments in pipeline remain with carrier (unless other- wise directed by MTMC		

(Figure 2-9.2)

DISQUALIFICATION		REMOVAL FROM DOD PROGRAM/APPROVAL REVOCATION	
Unsatisfactory Performance (Other than <u>ICERS/RDDIP</u> )	<u>IQAP/RDDIP Program</u>	A Can Complete Movement of Shipments in <u>Pipeline</u>	B Cannot Complete Movement of Shipments in <u>Pipeline</u>
No further traffic will be tendered	No further traffic will be tendered	No further traffic will be tendered	No further traffic will be tendered
Rebook shipments still at origin unless member inconvenience will occur	Shipments booked or in the pipe- line remain with carrier	Rebook all shipments still at origin	Rebook all shipments still at origin
Shipments in pipeline remain with carrier (unless other- wise directed by MTMC)		Shipments in pipeline remain with carrier (unless other- wise directed by MTMC)	Terminate and retender all shipments in pipeline (see PPTMR, Chap 6, para D, for procedures)

(Figure 2-9.3)

## CHAPTER 3

### TGBL WEIGHING AND SHIPMENT MARKING PROCEDURES

3000. **Purpose and Scope.** This chapter establishes procedures for weighing and marking of shipments.

3001. **The Initial Weight Determination and Reweigh.**

a. **General.** The initial weight of each shipment of HHG and UB moving in interstate or international commerce shall be determined in accordance with ICC procedures.

(1) The carrier shall determine the tare weight of each van by having it weighed before pickup of the shipment, the gross weight of the van by having it weighed with the shipment loaded thereon, and the net weight of the shipment by subtracting the tare weight from the gross weight. When determined, the weights shall be entered on the PPGBL.

(2) The weight of each shipment shall be obtained by determining the difference between the tare weight of the specific vehicle before loading and the gross weight of the same vehicle after the shipment is loaded or, if suitable scales are not reasonably available at the point of loading, the gross weight of the vehicle with the shipment loaded thereon and the tare weight of the same vehicle after the shipment is unloaded (backweighing).

(3) At the time of the tare and gross weighing, the van shall have installed or loaded thereon all pads, dollies, handtrucks, ramps, and other equipment required to transport the shipment. No packing or crating materials or supplies may be loaded on the vehicle at the time of the tare weighing. Neither the driver nor the crew may be on the vehicle at the time of either the tare or the gross weighing.

(4) The fuel tanks on the vehicle may be full at the time of each weighing or the vehicle may be weighed without the fuel tanks being full; however, no fuel may be added to the vehicle fuel tanks between the time of the tare weighing and the time of the gross weighing when the tare weighing is the first weighing performed. (This applies in reverse for backweighing.)

(5) The carrier shall obtain a separate weight ticket for the tare and gross weighing unless both weighings are performed on the same scale. Then one ticket may be used to record both weights. Every weight ticket shall be signed by the person performing the weighing and shall contain the information required by the ICC.



(6) When no certified scale is available at origin, reverse or backweighing shall be permissible except when an origin weight is required. When an origin weight is required, the carrier shall obtain a gross weight at the nearest certified scale either in the direction of the movement of the shipment or in the direction of the next pickup or delivery in the case of part loads.

(7) The gross weight of the van transporting one or more part loads shall be used as the tare of the van for part loads picked up after departure from origin.

(8) The PPSO, the member, or the member's agent shall be permitted to be present at the weighing station to observe the weighing of the shipment after loading. The carrier shall use a certified scale that will permit the shipper or owner to observe the weighing without causing delay.

(9) For containerized shipments, containers may be weighed independently. The net weight of containerized shipments shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

b. Use of Government Scales. The PPSO is encouraged to make the maximum practicable use of Government scales for weighing HHG shipments. The PPSO may request the carrier to weigh or reweigh on Government scales those shipments originating or terminating at installations where such scales are located and available to the carrier without undue delay. Government scales shall be inspected, tested, and approved when required by responsible State or local authority. Further, the PPSO shall ensure that all weighing procedures specified by the State or local authority are adhered to strictly. When required by State or local authority, personnel authorized to operate Government scales will be licensed or certified.

c. PBP&E. PBP&E shall be weighed separately on either a platform or bathroom scale. When platform or bathroom scales are not available, a constructive weight of 40 pounds per cubic foot may be used. The weight of PBP&E shall be annotated separately on the PPGBL. This weight will not be subtracted from the total shipment net weight.

d. Use of Constructive Weights. A constructive weight may be used only for PBP&E when bathroom or platform-type scales are not reasonably available. A constructive weight of 40 pounds per cubic foot may be used.

e. Requirements for Reweigh.

(1) The PPSO shall order reweighs on a quarterly basis as follows:

(a) Ten percent of all CONUS, including Alaska, HHG or UB shipments, or both.

(b) Ten percent of all international UB shipments.

(c) Ten percent of all inbound international HHG shipments weighing between 500 and 2000 pounds.

(d) One-hundred percent of all inbound international HHG shipments weighing 2001 pounds or more.

(e) No reweigh on HHG shipments weighing less than 500 pounds, unless the member is near or has exceeded the authorized weight allowance.

(f) No reweigh on UB shipments weighing less than 100 pounds.

(2) The PPSO shall order reweigh of a shipment before it is delivered when:

(a) Reweigh is requested by the member.

(b) Doubt exists as to the correct weight of the shipment.

(c) It is known by the PPSO that the weight of the shipment, or total net weight of all shipments made under the same orders, exceeds the member's prescribed weight allowance.

(3) Shipments that will be placed in SIT at destination normally shall be reweighed before being placed in SIT. As an exception, door-to-door containerized shipments shall be reweighed upon removal from SIT.

(4) Whenever possible, the PPSO shall annotate the PPGBL in block 25 "REWEIGH REQUIRED" when that is not possible requests for reweighs or weighs shall be made by whatever means of communication message or telephone that will reach the destination PPSO in sufficient time to make arrangements with the delivering carrier.

(5) MTMC periodically shall furnish PPSOs a list of carriers participating in Codes 1 and 2, upon which greater reweigh emphasis should be placed.

f. Witnessed Weights and Reweighs.

(1) When selecting shipments for witnessing weighs and reweighs, use the following criteria:

(a) Domestic HHG . . . . . 5,000 pounds or over

(b) International HHG. . . . . 2,000 pounds or over

(c) International UB . . . . . 1,000 pounds or over

(2) When the weighing of a shipment of HHG at origin is witnessed by the PPSO or PPSO's authorized representative or weighed on a Government scale, or both, the back of all copies of the weight ticket shall be annotated with the statement "Weight Observed" or "Weighed on Government Scale," and verified by the signature of the PPSO or authorized representative. The PPSO will not require carriers to reweigh shipments unless:

- (a) The member requests a reweigh;
- (b) The PPSO knows that the member is near to or has exceeded the maximum weight allowance entitlement; or
- (c) Doubt exists as to the accuracy of the original weight.

(3) All reweighs performed on Government scales shall be witnessed by the PPSO or the PPSO's authorized representative. The PPSO is encouraged to witness as many other reweighs (performed on other than Government scales) as possible, consistent with manpower availability and other duties.

(4) When a reweigh is witnessed at origin, the new gross, tare, and net weights shall be entered in the reweigh certification block on the DD Form 619 (Figure 5-4). The stamp, as a minimum, shall be as follows:

SHIPMENT REWEIGHED (Letters shall be at least 3/8-inch high)

GROSS. . . . . (Readable size)

TARE . . . . .

NET. . . . .

g. Reweigh of Personal Property, DD Form 1671 (Figure 3-1).

(1) Purpose. DD Form 1671 provides Headquarters, MTMC, and the military service headquarters with information concerning the accuracy of weight determinations on personal property shipments. DD Form 1671 shall be used to report the results of shipment reweighs.

(2) Forms Supply. DD Form 1671 is available through normal publications distribution channels.

(3) Preparation and Distribution. The PPSO shall prepare an original and three copies of DD Form 1671 for each reweigh. Upon completion, DD Form 1671 shall be distributed as follows:

(a) The original shall be forwarded to the Headquarters, MTMC, ATTN: MTPP-MA, 5611 Columbia Pike, Falls Church, VA 22041-5050.

(b) When the reweigh is less than the origin weight, the first copy, along with a copy of the reweigh weight ticket, shall be forwarded to the paying finance center. If the reweigh was witnessed and the PPGBL was stamped and certified, this copy will not be forwarded to the finance center.

(c) The second copy shall be forwarded to the origin PPSO for placement in the carrier's performance file and for use in evaluating the carrier's performance.

(d) The final copy may be retained by the destination PPSO in a reweigh file.

h. Analysis of Reweigh Data. The PPSO periodically shall review DD Forms 1671 retained in the reweigh file and other reweigh data to identify undesirable trends in shipment reweighs. If a significant history of weight discrepancies is discovered for shipments by a particular carrier, carrier's agent, or shipments reweighed on a particular scale, the PPSO may direct future reweighs toward the problem area to determine and resolve the cause of the discrepancies. Situations that cannot be resolved at the local level shall be brought to the attention of Headquarters, MTMC.

### 3002. Shipment Preparation and Marking.

a. Preparation for Shipment. TGBL HHG and UB shall be prepared and packed for shipment in accordance with the provisions of the Tender of Service (see Appendix A).

b. Marking of Codes 2, 4, 5, 6, 7, 8, J, and T Shipments (Figures 3-2, 3-3, and 3-4).

(1) Containerized TGBL HHG shipments shall be marked in the upper left-hand corner of two surfaces (one side and one end panel) of the container. Markings shall be stenciled with at least 1-inch lettering. Freehand marking is not acceptable. Any markings not applicable to the current shipment shall be obliterated permanently before the container's arrival at the member's residence.

(2) Markings for TGBL UB shipments shall be placed on two surfaces of trunks, footlockers, and similar containers. Markings on duffel bags and similar packages shall be placed on one surface. All markings shall be clear and legible, and lettering shall be of equal height and proportional to the available space on the container. The address marking will be the most conspicuous marking on the container and shall be as large as available space permits. One copy of the member's orders shall be placed in each duffel bag, footlocker, or other container used to ship UB. When an order applies to more than one member, the name of the member to whom the baggage belongs shall be identified.

(3) All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Old markings that are not applicable to the current shipment shall be obliterated with lacquer, enamel, or paint. The information prescribed in subparagraph c., below, shall be stenciled on each container. If the surface of a container will not accommodate stenciling, a Military Shipment Label, DD Form 1387 (Figure 3-5), shall be used.

(4) Carriers will be given the option of either stenciling or labeling Code J shipments.

c. Stenciled marking shall be as follows:

PPGBL	-	US Government Bill of Lading - Privately Owned Personal Property
TCN	-	Transportation Control Number (if applicable)
RDD	-	Required Delivery Date (Julian date)
FROM	-	PPSO, Name of Shipping Installation ( <u>Include DODAAC on Code J shipments</u> )
TO	-	Name of Destination Shipping Installation ( <u>Include DODAAC on Code J shipments</u> )
FOR	-	Member's last name, first name, middle initial, rank, military service, and SSN. Include direct delivery address, if applicable.
HHG	-	Household Goods
UB	-	Unaccompanied Baggage
GROSS	-	Gross Weight
TARE	-	Tare Weight
NET	-	Net Weight
CU	-	Cube (Exterior cubic ft of container)
PIECE NO	-	<u>      </u> OF <u>      </u> (number and total number of pieces)
CARRIER NAME	-	Self-explanatory
CODE OF SERVICE	-	Self-explanatory
TP NO	-	Transportation Priority Number (if applicable)
POE/POD	-	When applicable

<b>REWEIGH OF PERSONAL PROPERTY</b>		<b>REPORT CONTROL SYMBOL</b> MTMC-63(R2)		<b>DATE</b>	
<b>MEMBER'S NAME, RANK</b>				<b>SSN</b>	
<b>NAME OF ORIGIN INSTALLATION</b>				<b>GBLOC CODE</b>	
<b>NAME OF DESTINATION INSTALLATION</b>				<b>GBLOC CODE</b>	
<b>CARRIER NAME</b>				<b>SCAC CODE</b>	
<b>CONTROL NUMBER (GBL)</b>	<b>ORIGIN WEIGHT</b>	<b>DESTINATION WEIGHT</b>	<b>REWEIGH WITNESSED (Y OR N)</b>	<b>CODE OF SERVICE</b>	

DD FORM 1671  
1 JUL 77

EDITION 1 JAN 72 IS OBSOLETE.

FIRST PAGE-----Copy 1--MTMC ADP Operations Division

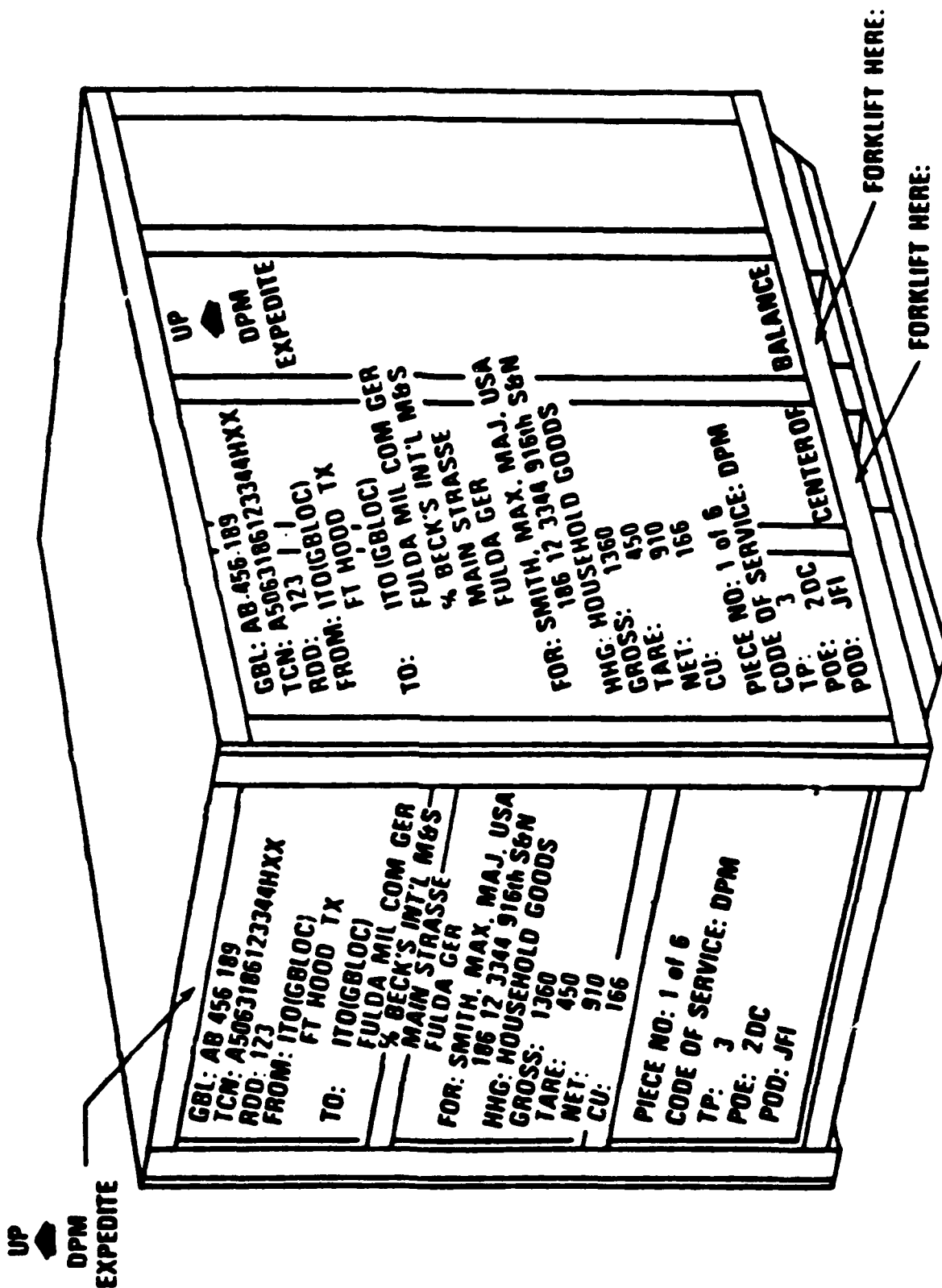
SECOND PAGE-----Copy 2--Finance Office

THIRD PAGE-----Copy 3--Origin ITO

FOURTH PAGE-----Copy 4--ITO "Reweigh File"

(figure 3-1)

# CONTAINER MARKING FOR HOUSEHOLD GOODS



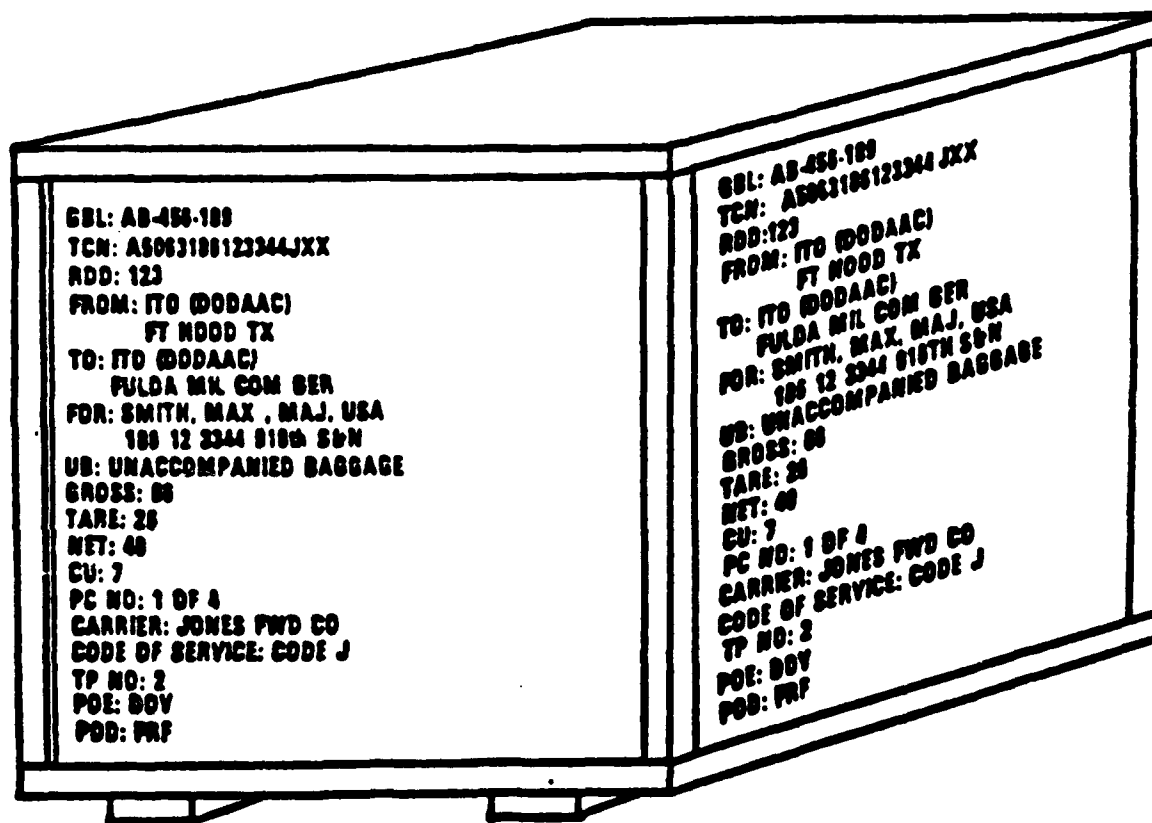
(figure 3-2)

[illegible]

3-9



## MARKING OF UNACCOMPANIED BAGGAGE SHIPMENTS (CODE J)



(figure 3-4)

MILITARY SHIPMENT LABEL		Form Approved OMB No. 0704-0188	
1. TRANSPORTATION CONTROL NUMBER  A50631861123344BXX		2. POSTAGE DATA	
3. FROM ITO - (GBLOC) FT HOOD TX		4. TYPE SERVICE  DPM	
5. SHIP TO/POE  APOE - DOV		6. TRANS PRIORITY  2	
7. POD APOD - FRF		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK FOR  ITO - (GBLOC) FULDA MIL COM GER ZBECK'S INT'L M&S MAIN STRASSE, FULDA, GER  FOR: SMITH, MAX, MAJ, USA 186 12 3344, 916TH S&N		10. WT (This page) GROSS: 166 TARE: 40 NET: 126	
		11. RDD 123	
		12. CUBE (This page) 14	
		13. CHARGES	
		14. DATE SHIPPED	
		15. FMS CASE NUMBER	
		16. PIECE NUMBER  1	
		17. TOTAL PIECES  4	

DD Form 1387, NOV 86

Previous editions are obsolete.

S/N 0102 LF-001 3871

(figure 3-5)

## CHAPTER 4

### THE DIRECT PROCUREMENT METHOD (DPM)

4000. **Purpose and Scope.** This section provides guidance for the preparation and shipment by the DPM. It provides criteria for selection and use of the DPM rather than the TGBL method and provides instructions for preparation and marking of DPM shipments and procurement of DPM services. This section applies to all DPM HHG and UB shipments when transportation services are acquired on the PPGBL or other shipping document.

4001. **DPM Services.** When DPM is used, only the linehaul transportation service is provided by common carriers of freight. Approval by Headquarters, MTMC, is not required of commercial contractor providing DPM transportation services. Required materials (including containers) and services for the preparation, storage, and movement of DPM shipments are acquired by the contract. See paragraph 4007, below for contracting procedures.

4002. **Selection of DPM.**

a. DPM may be used, when available, for:

(1) Shipments to be held at a MOT pending final delivery instructions.

(2) Shipments destined to Government-owned NTS facilities.

(3) Shipments for which TGBL capability is not adequate to meet requirements.

b. DPM may be considered for:

(1) Shipments of HHG that weigh less than 500 pounds net when a cost comparison reflects DPM is cost effective.

(2) Shipments for which meeting the RDD requires the use of an air mode to a destination for which Code T service has not been established.

4003. **Routing by the PPSO.** The PPSO is authorized to select the mode of transportation, the origin linehaul carrier, and the connecting carriers for the movement of DPM shipments. DPM shipments do not require export traffic releases (ETRs); shipments will be handled as prescribed by DOD4500.32R, MILSTAMP. Shipments will be routed to the military terminals designated by MILSTAMP.

4004. Use of DPM Air Mode. If the PPSO determines that use of the DPM air mode is essential to meet the member's requirements, the shipment shall be governed by the provisions of DOD 4500.32-R, MILSTAMP. In addition, for shipments sponsored by each military service, the following shall apply:

a. Army-Sponsored Shipments. For Army-sponsored DPM air shipments, the provisions of AR 55-71, "Transportation of Personal Property and Related Services", shall apply.

b. Air Force-Sponsored Shipments. PPSOs shall comply with Chapter 9, AFR 75-25. All requests for TP-2 airlift to/from other than hardship areas will be routed through the applicable Major Command to JPPSO-SAT FT SAM HOUSTON TX//DIR//. MILSTAMP advance TCMD clearance documents forwarded to the SSCO or overseas ACA for shipments to/from other than hardlift areas must include a TH9 trailer card identifying the airlift approval authority.

c. Navy-Sponsored Shipments. For Navy-sponsored DPM air shipments, the provisions of NAVSUP Pub 490, "Transportation of Personal Property", will apply. All DPM air shipments shall be cleared with the Navy Material Transportation Office (NAVMTO), Norfolk, Virginia, or the air routing activity servicing the overseas shipping office, as appropriate.

d. Marine Corps-Sponsored Shipments. For Marine Corps-sponsored air shipments, the Marine Corps policy concerning air shipment of household goods and unaccompanied baggage is contained in the Marine Corps Transportation Manual, MCO P4600.7C.

4005. Valuation of Shipments. Generally, the maximum released valuation applicable to the lowest rate or rating published by freight carriers shall be used for DPM shipments. Consideration must be given to use another code/mode of service when a member requests a valuation higher than that which is offered by the freight carrier.

4006. Containers. Authorized containers, including overflow and oversize containers, shall be constructed as specified in the technical provisions of the Performance Work Statement (PWS) for Packing, Containerization and Local Drayage of Personal Property Shipments (Appendix P). The policy on the use of overflow and oversize containers is also set forth in this document.

4007. Procedures.

a. DPM Contracts. Under the DPM, packing and containerization services shall be acquired by contract. The PWS or the technical provisions for Packing, Containerization and Local Drayage of Personal Property Shipments and the Bid Schedules or items to be ordered (Appendix P) shall be used for developing requirements in acquiring packing and containerization services.

The contractual clauses used in the solicitation, award and administration of the contract are contained in the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). Annual estimates need to be annotated on the Bid Schedules and a copy of Appendix P provided to the appropriate contracting office for their coordination and preparation of the solicitation package.

(1) Inspection of shipments will be performed by using MT Form 360-R, Report of Contractor Services (Figure 4-1). Unsatisfactory services will be indicated by citing specific paragraphs or areas in the PWS and annotating this on MT Form 352-R, Contract Discrepancy Report (CDR) (Figure 4-2). When completed, the CDR will be forwarded to the contracting office for action. The contracting officer or contracting officer representative will take action (set-off deduction, cure letter, etc.), against the contractor in accordance with FAR Clause 52.246-4, Inspection of Services-Fixed-Price.

(2) Problems encountered in executing the PWS contract should be solved by the PPSO, with the assistance of the contracting officer. If a problem cannot be solved locally, it shall be fully documented and referred through channels to the responsible MTMC area command, overseas component, or designated MTMC representative.

(3) The PPSO shall base contractual requirements on both past experience and estimated future needs. Every attempt shall be made to ensure that contractual requirements are realistic. The PPSO shall establish areas of performance, as required, for contracting purposes. Both population density and traffic volume shall be considered in the establishment of areas of performance.

b. PWS Contract Administration.

(1) The PPSO is responsible for the routing and release of shipments and for arranging delivery to the line-haul carrier. Delivery to the line-haul carrier can be either by common carrier pickup at the contractor's facility or by local drayage by the contractor to the carrier's terminal.

(2) The PPSO shall establish a suspense file as a record of shipments on hand in each contractor's facility. The PPSO shall ensure that all shipments are containerized and ready for shipment according to the terms of the contract.

(3) If the contractor fails to comply with the terms of the PWS, the PPSO shall document deficiencies and follow procedure outlined in paragraph 4007.a.(1) above.

c. DPM Procedures. The PWS or the technical provisions for the Packing, Containerization and Local Drayage of Personal Property Shipments (Appendix P) shall be used to determine:

- (1) Method of preparing and marking DPM shipments.
- (2) How shipments will be weighed.
- (3) Contractor's reporting requirements.
- (4) Shipment documentation.

d. Consignment.

- (1) DPM shipments shall be consigned in accordance with the PPCIG.
- (2) When the CONUS destination is not known for a shipment from overseas, the shipment shall be consigned to the ppso at the MOT in CONUS. The statement "Hold for Storage in Transit" or "Hold for Nontemporary Storage," as applicable, shall be stenciled on each container after the consignment data. In such cases the member, at the time application for shipment is made, shall provide the origin PPSO a leave or contact address in the space provided on the DD Form 1299. The origin PPSO shall forward this information to the PPSO at the MOT as soon as possible. The origin PPSO shall instruct the member to furnish disposition instructions to the MOT, either directly or through the most convenient PPSO, upon determination of the final destination.
- (3) Shipments moving by military or commercial air will not be consigned for placement in a "hold" status, except when MAC TP-4 tariff rates apply or when air is the only available shipping method between the origin overseas area and CONUS. In those cases, the DPM shall be used to make delivery to the nearest MOT as follows:

(a) Shipments arriving at East Coast airports shall be delivered to the Military Ocean Terminal, Bayonne, New Jersey.

(b) Shipments arriving at West Coast airports shall be delivered to the Military Ocean Terminal, Bay Area, Oakland, California.

e. Documentation for DPM Shipments Entering the DTS.

- (1) The PPSO will assign a TCN to each DPM personal property shipment entering the DTS. The TCN will be developed in accordance with DOD 4500.32R and annotated on the PPGBL, freight warrant, or other transportation acquisition document. When a shipment requires more than one transportation acquisition document, the same TCN shall be annotated on each document. The PPSO shall use the date of pick up from the member as the julian date in the construction of the TCN.
- (2) The TCMD will be prepared for all DPM personal property shipments entering the DTS.

(3) After the TCMD is assembled, the shipper will offer the shipment for clearance before making the shipment. A clearance is required for all DPM personal property shipments entering the DTS (DOD 4500.32R). The shipper clears a DPM shipment by sending advance TCMD data to the appropriate clearance authority.

(4) DPM personal property shipments are considered cleared if the clearance authority has not challenged it by the hours/day entered in the advance TCMD shipped field.

(5) One copy of the PPGBL or other transportation acquisition document, annotated with the TCN, and a properly completed manual TCMD, together with other required documents, shall be placed in the waterproof pouch on the Number one container of the shipment. One copy of the inventory and one copy of the packing list shall be placed in an envelope inside the Number 1 container, in an easily accessible position. For shipments released from NTS, the exception sheet, if applicable, shall also be included. Specific detail on the preparation and usage of TCMDs, TCNs, data elements, prime documents, and trailer cards are contained in DOD 4500.32R, MILSTAMP.

(6) The origin PPSO shall mail one copy each of DD Form 1299 (Figure 1-2), member's orders, transportation document, and PPGBL to the destination PPSO, who has final delivery responsibility.

# REPORT OF CONTRACTOR SERVICES

## PART I

1. INSPECTING ACTIVITY	2. CONTRACTOR'S NAME	3. CONTRACT NUMBER	4. ORDER NUMBER
SHIPMENT INSPECTED (Check appropriate box.) <input type="checkbox"/> RESIDENCE <input type="checkbox"/> CONTRACTOR'S FACILITY <input type="checkbox"/> OTHER _____			6. DATE/TIME
7. PROPERTY OWNER'S NAME (Last, First, M.I.)	8. RANK/ GRADE	9. SSN	10. P/U/DELIVERY ADDRESS

INSTRUCTIONS. Information in Part I above is obtained from DD Form 1299. Part II will be completed during the inspection of services. Place an "A" in the square when the service is acceptable or a "U" when the service is unacceptable. When the service is not required, place an "NR" in the space. The appropriate contract paragraph number must be placed in the block marked REFERENCE when the service is unacceptable.

## PART II

11. SERVICE	12. REFERENCE	13. SCHEDULES		
		I	II	III
1. Did the contractor perform a premove survey, if required?				
2. Did the contractor weigh the shipment in accordance with prescribed procedures?				
3. Was PBP&E properly weighed?				
4. Did the contractor reweigh in accordance with prescribed procedures?				
5. Was shipment picked up within agreed times on the agreed date?				
6. Was shipment delivered within agreed times on the agreed date?				
7. Do packing materials meet specifications?				
8. Were proper packing methods used?				
9. Was inventory properly prepared?				
10. Were appliances properly serviced as required?				
11. Were appliances properly unserviced as required?				
12. Were proper materials used to service appliances?				
13. Were articles properly containerized?				
14. Were articles properly loaded in the van?				
15. Were containers properly marked?				
16. Were containers properly remarked, when required?				
17. Were proper storage services provided?				
18. Were unloading services performed and were articles placed so they were readily accessible to the member?				
19. Were unpacking services performed or waived?				
20. Was debris removed from residence?				
21. Was loss and damage recorded on a DD Form 1840 at the time of delivery?				
22. Were weight tickets, GBL, and packing lists properly completed?				
23. Were documents returned to the ITO within the required time frame?				
14. REMARKS				
15. NAME OF CONTRACTOR NOTIFIED OF DISCREPANCIES (Last, First, M.I.)		16. SIGNATURE OF CONTRACTOR NOTIFIED OF DISCREPANCIES		
17. NAME OF INSPECTING OFFICIAL (Last, First, M.I.)		18. SIGNATURE OF INSPECTING OFFICIAL		19. DATE (Mo./Day./Year)



CONTRACT DISCREPANCY REPORT			
1. CONTRACT NUMBER		2. REPORT NUMBER FOR THIS DISCREPANCY	
TO: (Contractor and Managers Name)		4. FROM: (Name of QAE)	
5. DATES			
PREPARED	RETURNED BY CONTRACTOR	ACTION COMPLETE	
6. DISCREPANCY OR PROBLEM: (Describe in detail: include reference to PWS Directive: attach continuation sheet if necessary.)			
7. SIGNATURE OF CONTRACTING OFFICER			
8. TO: (Contracting Officer)		FROM: (Contractor)	
9. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE: ATTACH CONTINUATION SHEET IF NECESSARY. (Cite applicable Q.C. program procedures or new Q.C. procedures.)			
10. SIGNATURE OF CONTRACTOR REPRESENTATIVE			DATE
11. GOVERNMENT EVALUATION (Acceptance, partial acceptance, rejection; attach continuation sheet if necessary.)			
12. GOVERNMENT ACTIONS (Reduced payment, cure notice, show cause, other.)			
CLOSE OUT			
	NAME-TITLE	SIGNATURE	DATE
CONTRACTOR OTIFIED			
QAE			
ACO			

## CHAPTER 5

### RATES, CHARGES, AND BILLINGS

5000. Purpose. This section provides guidance and establishes procedures for the use of rates and the application of related charges in the shipment of DOD-sponsored HHG and UB. It specifies cost comparison procedures to be used in determining the lowest overall cost method and mode of shipping HHG and UB worldwide. It also provides guidance for the solicitation and processing of OTO rates, and establishes the criteria for using those rates. It also establishes procedures for requesting volume movement rates and procedures to be used when a destination change is required after initial pickup.

#### 5001. Domestic Procedures.

a. Rate Filing Policy. Headquarters, MTMC, is the sole approving authority for all personal property rates or charges offered by carriers for the account of the Department of Defense and its components. No rate or charge may be used by a PPSO without evidence of acceptance by Headquarters, MTMC, except local service contracts. Contracts for local packing and containerization services for local moves (intracity or within a commercial zone) may be accepted by a PPSO without prior approval of Headquarters, MTMC.

#### b. Acceptance of Rate Filings.

(1) Intrastate. Individual intrastate rate tenders will be stamped with an acceptance date and shall be distributed by Headquarters, MTMC, to the applicable PPSOs. All individual intrastate rate tenders are filed on the standard tender format, MT-HQ Form 43, as illustrated in Figure 5-1.

(2) Interstate. Interstate individual rate records are filed on magnetic tape or other automated format and shall be processed and distributed in printout format or automated mode by Headquarters, MTMC, to applicable PPSOs.

#### c. Effective Dates for Rates.

(1) Intrastate Individual Rate Tenders. Accepted rate tenders are assigned effective dates of May 1 and November 1, as shown in block 16 of the tenders. Such tenders must remain in effect for a minimum of 30 days after the MTMC acceptance date.

(2) Domestic Interstate Section 10721 Individual Rate Records. Accepted domestic interstate HHG rates receive an effective date governed by the "Interstate Solicitation Letter for Rates." The processing date and effective date are included on the top of each page of the printout distributed to the PPSO.

d. Rate Filings as Related to the LOI.

(1) Intrastate Rates. Upon completion of the initial filing cycle, Headquarters, MTMC prepares an intrastate rate abstract and sends two copies to each PPSO. A carrier is required to have an LOI on file with and accepted by a PPSO before rates can be filed with Headquarters, MTMC. PPSOs verify that each carrier listed on the abstract does have a valid LOI. If a carrier does not have a valid LOI, the PPSO "lines through" that carrier on both copies of the abstract and sends one back to Headquarters, MTMC along with the appropriate individual rate tender. The other copy of the abstract is posted at the PPSO for carriers' use in determining if they wish to meet a lower rate. PPSOs are to retain individual rate tenders enclosed with rate abstract.

(2) Domestic Interstate Rates. After the initial filing of interstate rates by carriers, Headquarters, MTMC forwards a message to each PPSO that requires verification of valid LOIs for certain carriers. The message indicates a cutoff date for the carriers to have an accepted, valid LOI and a suspense date for PPSO response to Headquarters, MTMC. Filing schedules are provided to PPSOs every 6 months for each volume. The schedules should be reviewed for rate filing deadlines. A carrier must have a valid LOI on file before filing rates. If a carrier is listed on a printout without a valid LOI by the cutoff date for that cycle, the carrier should not be used. In addition, if a carrier has served a base during the preceding cycle, it is not considered a new carrier and should not file in a LOI/Cancellation cycle as a new carrier.

e. Operating Authority. Carriers filing LOIs for domestic shipments must provide destination services to the full extent of their operating authority. Carriers that do not file rates to destination states shown in their operating authority will be considered serving at their next lowest applicable rates. Traffic should not be awarded to carriers that do not have rates on file in the MTMC rate programs.

f. Public Rate File. All tariffs and rates accepted by Headquarters, MTMC, are maintained in a public file at Headquarters, MTMC, 5611 Columbia Pike, Nassif Building, Room B-27, Falls Church, VA 22041-5050. The public file is open from 8:30 a.m. to 4:00 p.m. on all federal workdays and is available to the general public. When a carrier or a carrier's agent requests information from a PPSO on the rate authority under which traffic is being distributed to a specific destination, the PPSO shall, on a one-time basis, provide the tender number and issuing carrier. Carriers requesting more extensive rate or tender information shall be advised that such information is available at Headquarters, MTMC public rate file.

5002. Cost Comparisons.

a. General. Selection of the mode of shipment (air, surface, or a combination thereof) generally shall be based on the member's requirements and appropriate regulations of the sponsoring military service, and regardless of comparative costs. Within this framework, the TGBL method shall be given preference, except as follows:

(1) When the DPM is less costly and will satisfy the member's requirements.

(2) When use of the DPM is mandatory (see paragraph 4002.a.).

(3) When TGBL service is unavailable, impractical, or will not satisfy the member's requirements.

(4) When use of the DPM is directed by Headquarters, MTMC.

(5) For Air Force-sponsored UB shipments, the DPM shall be used exclusively, except for those locations where Code J service is available.

b. Mandatory Cost Comparisons. When, in the judgement of the origin PPSO, two or more TGBL modes (air, surface, or a combination thereof) or TGBL codes of service within a given mode will satisfy the member's requirements, the TGBL transportation mode an applicable code of service for the lowest overall cost shall be used. Cost comparisons shall be made for this determination. Lowest overall costs shall be based on an assessment of all costs associated with the shipment that are known or can be estimated reasonably, to include the following:

(1) Transportation and accessorial charges.

(2) Temporary lodging allowance, when applicable.

(3) Administrative expenses, when identifiable.

(4) Management time and effort required by both the PPSO and the member to accomplish the move.

c. Mode/Code Selection Guide.

(1) General. The Code/Mode Guide is a listing of all international traffic channels showing the lowest to the highest cost code of service. This guide provides assistance to the PPSOs in selecting the most economical method of shipment, and was developed to reduce the time needed by the PPSOs for cost analysis.

(2) Costs. The costs shown in the Code/Mode are total through costs. A breakdown of the codes of service and the costs making up these codes are as follows:

(a) Codes 4, 7, and 8 are all inclusive rates filed by ITGBL carriers. Only the carrier's rate is listed and totaled. These rates consist of all origin services, linehaul, ocean/air costs, and destination services. (Unpacking is not included in Code 7 and 8.)

(b) Code 5 consists of the carrier's rate plus the MSC ocean and MTMC port handling costs or adjusted cost.

(c) Codes T and J consist of the carrier's rate plus MAC rate or adjusted cost. (Terminal handling costs are included in the MAC rate).

(3) Scope. The Code/Mode Guide also contains costs for shipments moving under the direct procurement method (DPM). Packing and containerization costs are obtained from the contracts submitted. Also included in the total cost of the DPM are the linehaul and Government overhead costs. All costs received on DPM contracts, MSC, and MAC are converted, as necessary, to dollars and cents per hundredweight. Consideration is given to density and space utilization which allows the total cost for each method to be stated in the same unit. The following provides a breakdown on the DPM codes and the costs used to obtain total through costs.

(a) HE - DPM household goods moving by MSC. This code consists of the MSC rate, MTMC port handling costs, origin/destination service, linehaul to/from ports, and Government overhead.

(b) HG - DPM household goods moving by MAC. This code consists of all the same costs as "HE" except the MAC rate is used instead of the MSC rate and MTMC port handling costs.

(c) BE - DPM baggage moving by MSC. This code consists of the MSC rate, MTMC port handling cost, origin/destination services, linehaul to/from ports, and Government overhead.

(d) BG - DPM baggage moving by MAC. This code consists of the same costs as "BE" except the MAC rate is used instead of the MSC rate and MTMC port handling costs.

(4) Computations. The Code/Mode Guide is based on total costs only. In those rate areas where there are more than one PPSO, the origin and destination costs associated with movement via DPM are computed on an average. Instructions contained in the Consignment Guide, operational considerations, or service-directed movements may take precedence over the information provided in the Code/Mode Guide.

(5) Cost Additives. Cost additives are provided with the Code/Mode Guide so PPSOs can develop cost comparisons using the rates that apply directly to their installation. When constructing the code/mode guide, it is necessary for costs within rate areas to be averaged. ADP limitations prohibit construction of the code/mode by GBLOC to GBLOC. So to enable PPSOs to pinpoint their costs we have developed cost additives for their use.

#### 5003. International Procedures.

a. European Intratheater Rates. Both MTPP-C and the HQ USAREUR Joint Traffic Management Agency (JTMA) solicit Code 4 rates for several European Intratheater channels as shown in the rate printout for the affected areas. However, these rates are to be used only at the direction of the MTMC overseas

component (MTEUR-PP). MTEUR-PP will perform a cost comparison between these MTPP-C solicited rates and rates solicited locally to determine the most economical method of shipment.

b. Acceptance of Rate Filings. Solicitations for ITGBL rates shall be sent to, and responsive rates shall be received from DOD-approved qualified individual carriers and forwarders. Solicitations shall contain governing rules, procedures, requirements, accessorial rates and charges, ports, estimated tonnage, and other information regarding the ITGBL Program. Traffic shall be awarded to those now rate responsible carriers and forwarders whose rates are responsive and most advantageous to the Government. A responsible carrier is one who:

- (1) Is listed on the MTMC list of approved carriers and freight forwarders.
- (2) Has appropriate operating authority and licenses.
- (3) Has adequate financial resources.
- (4) Has the ability to comply with required delivery performance schedules.
- (5) Has a satisfactory record of performance, integrity, and is otherwise qualified under applicable law and regulations.

c. Rate Verification. Carriers are required to verify the rates shown in block 31 of the PPGBL upon receipt and prior to performing any services. Should the rate not agree with the carrier tendered rate, the PPSO will be informed telephonically. The PPSO is responsible for verifying destination rate area, carrier's rate, cancellation listing, etc, to determine discrepancy. At no time will the carrier be allowed to perform any services until PPSO and carrier are in agreement of rate. Carriers will notify MT-PP if PPSOs fail to provide PPGBL in a timely manner.

d. Tenders. Tenders, including MBT's governing rules for application of accessorial rates and charges of rate bureaus and associations engaged in collective rate-making functions inconsistent with the Government goal to maximize competition shall not be solicited and received by PPSOs.

e. Effective Dates for Rates.

(1) ITGBL Rates. Effective dates for ITGBL volume rate printouts are shown at the top of the covering page. Generally, volume rate printouts are effective for the 6-month periods starting April 1 and October 1 of each year.

(2) OTO Tenders. OTO tenders are effective on the date the carrier is notified of the shipment award by HQMTMC. Carriers normally indicate this date as the issue date of the tender. Tenders are reviewed by HQMTMC, and administrative acceptance is noted on the tender.

f. Rates and LOIs. Before filing any rates with Headquarters, MTMC, a carrier must have an accepted LOI on file with all PPSOs controlling the distribution of traffic from an origin rate area.

g. Rate Filings as Related to the LOI - ITGBL Rates.

(1) If a carrier files ITGBL rates for a rate area and fails to have an accepted LOI on file at any installation from which these rates apply, the affected PPSO immediately shall notify Headquarters, MTMC, ATTN: MTPP-C, by priority message. Headquarters, MTMC, upon investigation of each such case, shall notify all affected PPSOs of action to be taken regarding use of that carrier's rates.

(2) If a carrier with ITGBL rates loses an agent, resulting in return of the carrier's LOI, and the carrier fails to obtain a new agent within 45 days, the affected PPSO immediately shall notify Headquarters, MTMC, ATTN: MTPP-C, by priority message. Headquarters, MTMC, shall notify all affected PPSOs of action to be taken in regard to the use of that carrier's rates.

h. OTO Rates.

(1) General. The PPSO shall request all OTO rates from Headquarters, MTMC, and may not solicit or accept OTO rates directly from an ITGBL carrier.

(2) Criteria for Requesting OTO Rates. The PPSO shall request OTO rates from Headquarters, MTMC, when:

(a) Origin-to-destination rates are not listed in the ITGBL volume rate printout.

(b) An ITGBL shipment is diverted to or from a point for which there is no available rate.

(c) A shipment requires conversion (for example, from Code 4 service to Code 5 or from Code 7 to Code 8 due to a strike or other condition that impedes timely service, and the carrier does not offer rates in the alternate code of service).

(d) A shipment must be reshipped within the term contained in the ITGBL solicitation.

(e) When a carrier accepts shipment on a channel where it has no effective rate on file, that acceptance constitutes an agreement by that carrier to perform the transportation services at a rate negotiated under these procedures. If there is an MTMC accepted rate on file for the channel, then the rate in effect will be the negotiated rate.

(f) Under certain circumstances, MTMC may agree to terminate the shipment, especially when the shipment remains at origin or has not proceeded beyond the port of embarkation. However, when termination is approved, the carrier must agree to reimbursement for only costs incurred to the point of termination.

(3) OTO Request Format. When the need for an OTO rate exists, the PPSO shall submit a message request to Headquarters, MTMC, ATTN: MTPP-C. The message request format and instructions are provided in Figure 5-2. OTO requests should be made at least 20 days in advance of pickup date to provide sufficient time for carriers to establish a rate.

(4) Telephone Requests. Urgent OTO requests may be made by telephone; however, a telephone request shall be confirmed immediately by the message format specified in Figure 5-2. The telephone request must provide the same data elements required in the message format. Telephone requests will be handled as requested.

(5) Rates. Headquarters, MTMC, shall solicit OTO SFRs from MTMC approved carriers via message or other electronic means. All rates received shall be evaluated in terms of cost and service.

(6) OTO Notification. Headquarters, MTMC, shall provide the following OTO rate information to the requesting PPSO by priority message:

- (a) Member's name, rank, and SSN.
- (b) Name and SCAC of the ITGBL carrier selected.
- (c) Carrier's OTO rate tender number and effective date.
- (d) OTO SFR and expiration date.
- (e) RDD.
- (f) This message constitutes authority for the PPSO to issue a PPGBL.

(7) Preparation of OTO PPGBL. Guidance for preparation of the PPGBL is provided in Chapter 11. The PPGBL for an OTO shipment shall be prepared in the same manner as for an ITGBL shipment, except the words "one-time only" or "OTO", the carrier's rate tender number, and the OTO rate shall be entered in the tender/tariff rate authority block, key 31.

(8) Shipments must actually be tendered to the carrier prior to the tender expiration date. In the event this cannot be accomplished, a new OTO rate should be requested in accordance with the procedures herein.



i. Frustrated Shipments - OTO Rates.

(1) General. MTPP-C will solicit competitive OTO rates for personal property shipments, both HHG and UB, that became frustrated because of nonpayment of ocean charges.

(2) Ports. Rates will be solicited for the following ports:

(a) CONUS: Baltimore, Charleston, Houston, Jacksonville, Los Angeles (including Long Beach), Miami, New Orleans, New York, Norfolk, San Francisco (includes Oakland), Savannah, Seattle, and Toledo.

(b) OVERSEAS: Agana, Algeciras, Balboa, Bremerhaven, Cadiz, Catania, Cristobal, Felixstowe, Glasgow, Greenock, Holy Lock, Honolulu, Inchon, Iraklion, Istanbul, Iskenderun, Izmir, La Maddalena, Leghorn, Manila, Naha, Naples, Pireaus, Pusan, Rota, Rotterdam, San Juan, Yokohama, Yokosuka.

(3) Rates - HHG. Rates for household goods will be stated as a percentage of the transportation rates indicated in the ITGBL Solicitation. Percentage must include costs for any port handling fees, linehaul from port to destination, and destination services and other than SIT and associated costs. An amount equal to delivery from SIT will be in addition to the percentages stated to adjust destination costs. Percentage may be above, below, or equal to the rate provided. Percentages must be in whole numbers, i.e., 90, 100, 110, etc. Percentages stated as 95.5 percent will not be considered viable.

(4) Rates - UB. Rates for unaccompanied baggage will be stated as a percentage of the transportation rate stated in the ITGBL Solicitation. Percentages must include port handling costs, linehaul from port to destination and destination services normally associated with UB shipments. Unpacking, SIT, warehouse handling and delivery out of SIT will not be included in your rate. No additional additives will apply to shipment of UB.

(5) Awards. Separate awards for each port will be made on basis of lowest percentage offered for each commodity. Tie bids will result in a drawing for award. Carriers credit standing with ocean carriers will be considered in the awarding process. Results of awards will be distributed to PPSOs responsible for insuring awards movement of the shipments.

(6) Payment Responsibility. Selective carriers will be responsible for payment of ocean charges to either ocean carrier or carrier paying total ocean charges as required. Bids will not include these costs. Carrier will bill finance centers for their portion of the ocean charges as third party service supported by proper documentation. Carriers will be required to maintain records identifying all charges associated with demurrage and report same to MTPP-Q upon request. Carriers will be required to obtain new weight tickets and will bill on the new weight. The weight of the original shipment will have no bearing on the new shipment.

j. Consolidated OTOs.

(1) General. MTPP-C will determine areas formerly under OTO procedures to be consolidated under special rate solicitation. All traffic-moving within the designated area and code of service will be awarded to the carrier submitting the lowest overall costs.

(2) Rate Solicitation. MTPP-C will solicit rates in conjunction with the automated ITGBL program. Carriers must submit bids for each channel included in the solicitation.

(3) Awards. MTPP-C will determine low cost carrier by computing carriers' rates times the estimated tonnage. The carrier with the lowest total overall cost will become the primary carrier for all traffic even though its rate may be higher on a single channel.

(4) Rate Printout. A rate printout or electronically dispatched listing will be furnished to applicable PPSOs. Tonnage will be awarded in the same manner as for Class 1 rates. Carriers may cancel rates under ITGBL cancellation provisions. However, the cancellation would apply to the entire area, not a single traffic channel.

5004. Volume Moves (RCSMTMC-4).

a. General. Headquarters, MTMC, is the sole negotiating authority for volume moves worldwide, including solicitations to satisfy intratheater or intertheater requirements.

b. Criteria for Requesting Volume Move Rates.

(1) The PPSO shall request rate negotiations for a volume move when there is a confirmed group PCS or TDY move of personnel or dependents from a single origin (commuting area) to a single destination (commuting area) normally within a 90-day period. The estimated weight of personal property to be moved shall be a minimum of the following:

(a) Military/Civilian HHG - 200,000 net pounds, or

(b) Military/Civilian UB - 50,000 gross pounds, or

(c) PPSOs having special operation requirements may request a volume move for lesser tonnage (for example: U.S. Army COHORT moves, base closures, etc.).

(2) Volume movements in or between points served by local drayage shall be exempt from this reporting requirement when the PPSO determines the provisions of a contractual drayage agreement or local service tenders are more beneficial than a volume move negotiation.

c. Volume Move Report Format (Figure 5-3). The PPSO shall report each volume movement by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the report shall be forwarded to Headquarters, MTMC, ATTN: (MTPP-CD for domestic volume move or MTPP-CI for international moves), and one copy shall be furnished to the destination PPSO, the appropriate MTMC area command, MTMC overseas component, or designated MTMC representative. The required volume move request format is as follows:

(1) Give a brief explanation for the volume move request (change of home port of ship, school graduation, PCS of unit, etc.)

(2) Number of individual shipments.

(3) Estimated weight of each shipment.

(4) Estimated total weight of all shipments.

(5) Date first shipment is to be moved.

(6) Anticipated date last shipment is to be moved.

(7) Special operational requirements, if any.

(8) Shipping officer controlling volume movement, city, state/county of origin, and destination (including approximate mileage of any commuting area).

(9) Full business name and carrier code of all carriers (not agents) qualified to serve the origin and destination points, including carriers under suspension; reinstatement date will be shown opposite the carrier name.

(10) Estimated weight that may require SIT at origin/at destination.

(11) Lowest current applicable transportation rate.

(12) Local pack and crate and overflow rate (international movements only).

Send the above request by letter or priority message, when appropriate, to Headquarters, MTMC, ATTN: MTPP-CD or CI, the destination PPSO, appropriate MTMC area command or overseas component.

d. PPSO Notification. Upon completion of negotiations, Headquarters, MTMC shall telephonically provide the requesting PPSO the following information and follow up with a message:

(1) Domestic Volume Moves.

- (a) Rank order of carriers submitting bids for volume move.
- (b) The percentage of the solicitation to cover a reduction in total cost of each shipment accepted from each carrier.
- (c) The tender number and code of service for each carrier.
- (d) The daily and total tonnage capacity guaranteed by each carrier.

(2) International Volume Moves.

- (a) Rank order of carriers submitting bids for volume move.
- (b) The SFR accepted from each carrier.
- (c) Origin and destination agent for each carrier.
- (d) Tender number, effective date and expiration date, for each carrier.
- (e) Code of service for each carrier.
- (f) The daily and total tonnage capacity guaranteed by each carrier.

(3) All individual rate tenders submitted by carriers shall be evaluated by Headquarters, MTMC, for technical and contractual compliance.

e. Volume Movement Traffic Distribution.

(1) Headquarters, MTMC, shall perform a comparison of all accepted rates to determine the overall low-cost carrier. Origin PPSO will be notified immediately of the results.

(2) The PPSO shall maintain a separate TDR for volume move tonnage. In offering shipments to carriers, PPSOs shall consolidate shipments whenever practical. Tonnage shall be distributed to the lowest cost carrier that can provide the required service based upon:

- (a) The percentage of tonnage that can be handled daily.
- (b) The percentage of total tonnage that can be handled.

(3) PPSOs will continue to tender shipments to the low-cost carrier to the extent of the carrier's ability to service the shipments, even though the volume may exceed the maximum percentage stated by the carrier.

f. Final Report. Both the origin and destination PPSOs shall provide a final report to Headquarters, MTMC, ATTN: MTPP-(CD or CI), within 30 days of the completion of the volume movement. The final reports shall include the following:

- (1) Origin PPSO.
  - (a) Total number of shipments.
  - (b) Total weight shipped.
  - (c) Total charges.
  - (d) Information concerning the quality of origin service provided by participating carriers.
- (2) Destination PPSO.
  - (a) Total time that shipments were in SIT, reported in daily increments.
  - (b) Information concerning the quality of destination service provided by participating carriers.

#### 5005. Transportation and Accessorial Charges.

a. Statement of Accessorial Services Performed, DD Form 619 (Figure 5-4).

(1) DD Form 619 will be used by the carrier to support billings for materials and services not included in the line-haul transportation, SFR, SIT delivery, reweigh, and accessorial services provided in conjunction with delivery. The carrier's representative will prepare and submit each DD Form 619 to the member, member's agent, or PPSO representative for verification and signature. DD Form 619 shall be signed only after verification that materials and services specified on the form were actually provided. The member, member's agent, or PPSO representative will not, under any circumstances, sign a blank or partially completed DD Form 619. The only blanks that may be left blank are the "unit price" and "charge" columns. The "number" block will reflect either the quantity or the word "none." The PPSO shall counsel the member on the importance of ensuring that the DD Form 619 is prepared accurately before signing at origin and at time of delivery at destination.

(2) The carrier shall furnish the member and origin PPSO one copy each of the DD Form 619 itemizing accessorial services performed and materials furnished. Additionally, the carrier shall forward a copy of all subsequent DD Forms 619 prepared in connection with the shipment to the PPSO ordering the service.

(a) When specifically designed crates or containers are determined by the PPSO to be necessary for the safe transportation of certain items, authorization shall be contained on the DD Form 619. The PPSO may authorize special containers (closed) for safe transit of motorcycles that will not fit in Type II or similar containers. Special crates [open slated] for items of unusual nature, motorcycles, minibikes, and mopeds that will fit in Type II or similar container may also be authorized for safe transit. In all instances the ultimate responsibility for deciding whether crating is necessary is the carriers, however, the PPSO is responsible for determining if payment is required. Packing service for these shipments is included in the applicable SFR. In shipments where specifically designed crates or containers have been used, DD Form 619 shall show the cubic foot measurement of crates or containers used and authorized at Government expense. The Government will not be liable for any charges incurred by unauthorized crating.

(b) All entries for appliances serviced by a third party shall be supported by an invoice stating the type of service performed. The member, member's agent, or PPSO's representative shall initial each appliance servicing entry. As certification that the stated service was performed, domestic TGBL carriers shall specify, in the appropriate spaces, the MAXPAK rate per hundredweight and the actual charge for items included in the MAXPAK rate. The carrier also shall indicate the weight of PBP&E in the shipment. If the shipment does not contain PBP&E, the carrier shall enter "none" in the appropriate block.

(c) Items of unusual nature such as, but not limited to, shrinks, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes that may require special service (to include disassembly and assembly) by a third party, carrier or carrier agent. Other services which may require the use of a third party include rigging, hoisting, or lowering an article for placement or removal from a residence.

(d) Third party service is defined as a service which is not normally or routinely performed by household goods carriers or agents. It is further defined as a service which may require the skills of a craftsman other than a carrier or agent to accomplish. Traditionally, third party services have been associated with the assembly or disassembly of unusual household goods articles found inside/outside a residence; and with the preparation of certain household goods articles which require special servicing for safe transportation. When required, the carrier or carrier's agent will request approval from the PPSO, to arrange for third party service. Charges for third party will be advanced by the carrier or agent and billed as an advanced charge for reimbursement. A bill for third party service must be supported with a copy of the bill paid by the carrier or the carrier's agent. Information that must be provided on a properly prepared third party service bill (see Figure A-1, Appendix A, for billing instructions) or invoice is as follows:

- (1) Company name.

- (2) Company address.
- (3) Company telephone number.
- (4) Bill must be signed by the property owner or designated agent.
- (5) Shippers name.
- (6) Description of service performed.
- (7) Itemization of charges if more than one service is performed.

b. Payment of Transportation and Accessorial Charges upon Placement of the Shipment in SIT.

(1) Payment of transportation and accessorial charges from the origin point to the point of SIT may be made upon completion of the transportation to the storage point before ultimate delivery to the final destination. To effect such payment, the carrier shall:

(a) Obtain appropriate signature and initial certifications on the DD Form 619 to support charges for accessorial services performed at origin.

(b) Complete the certificate of liability and storage on the front of the original PPGBL. The carrier shall obtain verbal authorization from the responsible PPSO for placement of the shipment into SIT. This authorization shall be evidenced by a SIT control number entered on the certification.

(c) Submit the DD Form 619 and original PPGBL, attached to the original Public Voucher for Transportation Charges SF 1113, to the responsible paying finance center.

(2) The carrier may add a statement to the certificate of liability and storage designating its warehouse agent to voucher and receive payment in the name of the linehaul carrier for SIT and related charges authorized on the PPGBL. A signed duplicate copy of the certification shall be attached in support of the supplemental billing for such charges.

(3) Payment of additional charges accruing against a shipment after delivery into SIT shall be made upon presentation by the carrier of a second SF 1113. This second voucher shall bear the same bill number as the original, with a letter suffix starting with "A" (for example, "12345-A"). When the warehouseman has been authorized to submit the billing on the carrier's behalf, the voucher need not bear the same bill number (with a letter suffix)

as the carrier's original voucher. In all cases, the second voucher shall identify the PPGBL and the tariff or quotation authority for the accessorial charges and shall be accompanied by the original Statement of Accessorial Services Performed (SIT Delivery and Reweigh), DD Form 619.

c. PPGBL Termination Upon Expiration of Authorized Period of SIT. The PPGBL automatically terminates at midnight on the last day of the authorized SIT period. A PPGBL Correction Notice (SF 1200) is not required to terminate the PPGBL. Payment for delivery services at Government expense after the PPGBL has terminated shall be made under local invoicing or purchasing procedures. The PPSO shall select the lowest overall cost method of effecting delivery and unpacking that will provide the required service to the member, such as:

- (1) The warehouseman, if possessing appropriate authority and capability.
- (2) The packing, containerization and local drayage contractor.
- (3) Other local service, if available.

d. SIT Delivery and Reweigh, DD Form 619.

(1) DD Forms 619 submitted for services rendered at destination shall indicate:

- (a) The accessorial services ordered and furnished.
- (b) Receipt of the shipment by the member or the member's agent.
- (c) The SIT control number applicable to the shipment.

(2) The carrier shall prepare, sign, and submit a DD Form 619 covering SIT to the responsible PPSO. The PPSO shall certify the SIT entries on the DD Form 619 by signing and dating the form in the appropriate blocks. Certification is required for all shipments stored under daily SIT rules. Storage based on 15 and 30 day increments will be certified if the shipment is stored beyond the initial storage period.

e. Reweigh Charges. Authorized charges against the Government for the reweigh of a personal property shipment shall be specified by the carrier on the DD Form 619. The Government shall pay for an ordered reweigh when the reweigh net weight is greater than the initial net weight or when the difference between the initial weight and the reweigh weight is less than the tolerance specified in the governing document. The carrier shall submit a completed DD Form 619 to the PPSO, in triplicate, indicating that a reweigh was requested and the service was performed. The PPSO shall certify the



reweigh only when the reweigh weight is within the authorized tolerance. The PPSO shall return the original and first copy of the DD Form 619 to the carrier for billing purposes. The second copy will be retained by the PPSO in the shipment file.

f. Review of DD Form 619s. The PPSO shall review DD Form 619s. PPSO certification is required for certain SIT, reweighs, and third party services performed by the carrier and authorized by the PPSO.

g. Payment of Excess Costs for Special Routing and Services.

(1) In accordance with the JFTR, the member may elect to use special or accessorial services that may involve additional expenses not authorized for payment by the Government. Examples of such services include the following:

(a) Multiple shipments to the same destination.

(b) Services such as additional valuation, specific routing, and special loading.

(c) Shipment to or from points not specifically authorized in the member's orders.

(2) Excess costs arising from selection of unauthorized services shall be borne by the member. The PPSO shall require a written request and agreement to pay excess costs from the member or authorized agent before ordering services that will result in excess costs. DD Form 619, showing entries for special or unusual services that will involve excess costs, shall be signed by both the PPSO and the member or the member's agent. If the member or the member's agent is not available for signature, the PPSO shall sign the DD Form 619 and shall attach a full explanation of the requirements for any services provided.

(3) When not indicated on the PPGBL, charges for partial pickup or delivery shall be shown as separate items on the DD Form 619 when authorized by the PPSO.

h. Linehaul Charges for a Consolidated Shipment.

(1) The PPSO shall make a consolidated shipment when the following conditions are met:

(a) Two or more members' shipments are moving concurrently from the same origin area to the same destination area or multiple destinations en route to the destination of the most distant shipment. The shipments shall be offered to the carrier at one time with pickup dates scheduled on consecutive days.

(b) Linehaul savings resulting from use of the lower rate applicable to the higher weight bracket plus extra pickup or delivery charges are less than the costs of individual shipments.

(c) Service to the members will not be impaired.

(2) Costs to Consider When Consolidating Shipments.

(a) Linehaul transportation charges shall be applied to the total weight of the entire shipment for the total distance via points of pickup or delivery or both, from the initial pickup point to the final delivery point.

(b) Extra Pickup and Delivery. Charges are authorized for each additional pickup and delivery after the initial pickup and delivery on a consolidated shipment, except when deliveries are made to a single place, such as to the same SIT warehouse.

(c) Accessorial Service Charge. All other services and charges shall be applied separately to each portion of the shipment in a consolidated shipment.

1. Payment for Repacking of Shipments Released from NTS.

(1) Shipments packed before placement in NTS may not be repacked at Government expense in preparation for linehaul movement without specific authorization from the origin PPSO. The origin PPSO shall authorize repacking at Government expense only when it is determined to be necessary to protect the shipment from damage in transit to the final destination. When repacking is authorized in writing by the origin PPSO, the carrier may bill the Government for the repacking service.

(2) The PPSO may not authorize repacking at Government expense when there is evidence that deterioration of the original packing occurred while the shipment was in the possession of the storage contractor. Repacking to correct packing deterioration occurring during storage is the responsibility of the storage contractor and shall be accomplished at no expense to the Government. Conflicts in this area shall be referred by the PPSO to the responsible RSMO contracting officer for resolution.

(3) The linehaul carrier will not be liable for preexisting damage noted on the storage inventory or exceptions noted at the time of pickup. The carrier shall be liable for concealed damage. To be released from liability, the burden of proof shall be on the carrier to show that loss or damage resulted before receipt of property by the linehaul carrier.

5006. Shipment Destination Changes After Pickup.

a. General.

(1) The need to change the final destination of a shipment is usually first known by the member. The member or the member's agent shall contact the nearest or most available PPSO and shall provide required documentation to support the request for destination change. If the authority to change the destination is in doubt, the PPSO shall contact the appropriate military major command or military service headquarters.

(2) When a properly supported request for destination change is received, the PPSO shall determine the action to be taken based on the status of the shipment and the type of change required. Governing documents define procedures and provide rates for destination changes.

b. Destination Changes for ITGBL Shipments.

(1) Termination and Onward Shipment. When an ITGBL shipment has arrived at the POD or the final destination, or is in SIT, and the destination change will require further overwater transportation, the shipment shall be terminated and a new PPGBL issued for movement to the newly established final destination.

(2) Delivery from SIT. When an ITGBL shipment is in SIT and movement to the newly established final destination will not require further overwater transportation, the destination change shall be considered a delivery from SIT. The distance between the SIT location and the new final destination shall determine rate application.

(3) Diversions. When the final destination of an ITGBL shipment not in SIT is changed to a new destination that does not require further overwater transportation and the new final destination is more than 30 miles from the original destination, the shipment shall be diverted. Procedures to be followed for a shipment diversion and applicable rates shall be found in provisions of the governing document.

c. Destination Changes for Domestic TGBL Shipments.

(1) Shipments in SIT. When a shipment is in SIT (either at origin or destination), a change in the final destination is a delivery from SIT and not a diversion. The distance from the SIT location to the new final destination shall determine the rate to be applied.

(2) Shipments Located at Origin, Including Origin SIT. When a shipment is located at origin (including origin SIT), a change in the final destination is not a diversion. If the original carrier possesses operating authority to the new final destination, the PPSO shall issue a PPGBL

correction notice specifying the new final destination. If the original carrier does not possess operating authority to the new final destination, the PPSO shall terminate the PPGBL and authorize payment for services actually performed at origin, including SIT, if applicable. A new PPGBL shall be issued to a new carrier (possessing proper operating authority) to complete the shipment.

(3) Shipment Diversions. When the final destination of a shipment not in SIT is changed to a new final destination more than 30 miles from the original destination, the shipment shall be diverted. Billing for a shipment diversion shall be based on the actual revised linehaul mileage plus the additional charges specified in the governing document.

d. Initiating Destination Changes.

(1) Delivery from Origin SIT. When the shipment has not departed from the origin agent's facility, the origin PPSO shall issue a PPGBL correction notice indicating the new final destination of the shipment.

(2) Delivery from Destination SIT. When the shipment is in SIT at destination, the destination PPSO shall issue a Certificate for Delivery from SIT (Figure 5-5) specifying the new final destination. If the SIT location is in the PPSO's area of responsibility, the certificate shall be provided to the carrier's local agent and a copy shall be mailed to the carrier's home office. The PPSO also may provide delivery instructions to the carrier's agent by telephone; however, the certificate shall be issued promptly for delivery from SIT. When the SIT location is outside the PPSO's area of responsibility, the certificate for delivery from SIT shall be provided by message directly to the home office of the carrier. Notification by telephone to the carrier's home office or the carrier's agent may be made; however, since most carriers will not respond until the certificate is received, the certificate shall be dispatched without delay. See paragraph 6000.h. for further details.

(3) Diversions. The PPSO shall initiate a diversion by issuing a Certificate of Diversion (Figure 5-6) directly to the home office of the carrier. The certificate should be provided by message (TELEX or mailgram), as appropriate. Telephone contact with the carrier's home office shall be made only to determine the location and status of the shipment. Carriers may not take action to divert a shipment until the Certificate for Diversion is received.

(4) Reshipments. When an ITGBL shipment must be terminated and reshipped, the PPSO shall issue a PPGBL correction notice to terminate the shipment at the point of reshipment in accordance with provisions of the applicable document.

e. Preparation and Distribution of Certificates. Figures 5-5 and 5-6 provide message formats and specify the information needed to issue Certificates for Delivery from SIT and Certificates for Diversion. When a Certificate for Delivery from SIT is issued by an PPSO to an agent in the

PPSO's area of responsibility, the Certificate shall be prepared in letter format. The message formats specified shall be used in all other situations. Certificates for Delivery from SIT and Certificates for Diversion shall be distributed as follows:

(1) Certificates issued in message format:

(a) The home office of the carrier shall be listed as the action addressee.

(b) All origin or destination PPSOs (as appropriate) shall be listed as information addressees.

(c) One copy shall be provided to the member or member's agent.

(d) One copy shall be retained by the issuing PPSO.

(2) Certificates for Delivery from SIT issued in letter format:

(a) The original certificate shall be forwarded to the carrier's local destination agent.

(b) One copy shall be forwarded to the home office of the carrier.

(c) One copy shall be forwarded to the origin PPSO and the new destination PPSO, as appropriate.

(d) One copy shall be provided to the member or member's agent.

(e) One copy shall be retained by the issuing PPSO.

f. Cost Considerations. The PPSO shall select the least-cost method of effecting a required destination change in consideration of the member's requirements, the new RDD, carrier liability, and provisions of the applicable governing document. When judged to be in the best interest of both the member and the Government, the PPSO may terminate the shipment and reship under a new PPGBL, by the same or a different method or mode, in accordance with this regulation.

UNIFORM TENDER OF RATES AND/OR CHARGES FOR DOMESTIC TRANSPORTATION SERVICES (DOD/USCG SPONSORED HOUSEHOLD GOODS)			
1. COMMODITY/SERVICE (CHECK ONE) ____ CODE 1    ____ CODE 2		2. ICC AND SUPPLEMENT NUMBER TENDER SUPPLEMENT NUMBER _____	3. PREPARATION DATE
			4. EXPIRATION DATE 31 OCTOBER 1990
5. CARRIER, BUREAU, AGENCY, CONFERENCE			6. STD CARRIER CODE
7. FROM ____ GILLOC    ____ INSTALLATION NAME AND STATE			8. EFFECTIVE DATE SEE BLOCK 16
8. TO ____ GILLOC    ____ INSTALLATION NAME AND STATE			9. FILE NUMBER
1. _____ 2. _____ 3. _____ STATE    EXCEPT			10. MINIMUM WEIGHTS 900 POUNDS NET
12. PURPOSE (CHECK AND COMPLETE AS APPLICABLE) ____ INCREASE/DECREASE FILING ____ ME-TOO (____ CARRIER NAME/SCALE/TENDER NUMBER) ____ CANCEL IN ENTIRETY    ____ CROSS FILE ____ DELETE			13. RATE BLOCK ____ SINGLE PERCENTAGE SEGMENTED BASELINES SHOWN IN SECTIONS 3,4,5,6 APPLY
14. CLASSIFICATION AND EXCEPTIONS UNLESS OTHERWISE SPECIFICALLY STATED HEREIN, THE SERVICES, RATES, OR CHARGES SHOWN HEREIN ARE SUBJECT TO THE RULES AND REGULATIONS OF THE TENDER OF SERVICE AND THE NTMC HOUSEHOLD GOODS RATE SOLICITATION AND REISSUES THEREOF.  NTMC RATE SOLICITATION D-1		15. ACCESSORIAL SERVICES THE SINGLE PERCENTAGE FILED IN BLOCK 13 WILL COVER ALL ACCESSORIAL SERVICES OF THE SHIPMENT, EXCEPT THE FOLLOWING: ITEM 125, REWEIGH, ITEM 130, ADDITIONAL SHIPMENT CHARGE, ITEM 135, HOUSEHOLD APPLIANCES OR OTHER ARTICLES REQUIRING SPECIAL SERVICING BY THIRD PARTY FOR SAFE TRANSPORTATION, ITEM 136, FERRY, BRIDGES AND SERVICE CHARGES, ITEM 152, FULL REPLACEMENT PROTECTION, ITEM 145, SIT & WISE HANDLING AT DESTINATION, ITEM 150, DELIVERY OF SIT AT DESTINATION, AND ANY ACCESSORIAL SERVICES PERFORMED IN CONNECTION WITH DESTINATION SIT.	
16. NTMC ACCEPTANCE			
17. LAWFUL PERFORMANCE: OPERATING AUTHORITIES IN MAKING THIS TENDER THE CARRIER REPRESENTS TO THE UNITED STATES THAT THE SERVICES WILL BE PERFORMED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND MUNICIPAL LAWS AND REGULATIONS AND THAT THE CARRIER POSSESSES THE REQUIRED OPERATING AUTHORITY TO TRANSPORT THE COMMODITY FROM, TO OR BETWEEN THE PLACES HEREIN SET FORTH. AS ENUNCIATED IN THE FOLLOWING DOCKETS, PERMITS OR TEMPORARY OPERATING AUTHORITIES. RATES ON THIS TENDER ARE FOR INTRASTATE APPLICATION ONLY. _____ OPERATING AUTHORITY (IF APPLICABLE)			
18. SIGNATURE(S) OF PARTY(IES) REPRESENTING CARRIER(S)			
ISSUING CARRIER, BUREAU, AGENCY OR CONFERENCE		PARTICIPATING CARRIER	PARTICIPATING CARRIER
BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER)		BY (SIGNATURE AND TITLE)	BY (SIGNATURE AND TITLE)
ADDRESS		ADDRESS	ADDRESS

HT-HQ 43 (REVISED)

(figure 5-1)

19.	<b>CHARGES AND ALLOWANCES</b>
<p>(A) EXCEPT AS OTHERWISE PROVIDED HEREIN, SHIPMENTS MADE UNDER THE PROVISIONS OF THIS TENDER ARE ENTITLED TO ADDITIONAL SERVICES AND PRIVILEGES AS ARE PROVIDED IN SEPARATELY PUBLISHED TARIFFS OR TENDERS TO WHICH CARRIER(S) IS (ARE) A PARTY, SUBJECT TO THE TARIFF OR TENDER CHARGES, ALLOWANCES, RULES AND REGULATIONS APPLICABLE TO SUCH SERVICES AND PRIVILEGES. (B) THE RATES AND CHARGES IN THIS TENDER MAY BE USED AS FACTORS TO MAKE COMBINATION RATES AND CHARGES TO AND/OR FROM OTHER POINTS OF ORIGIN AND DESTINATION, PROVIDED THAT SUCH OTHER POINTS ARE NOT MORE THAN THIRTY (30) HIGHWAY MILES DISTANCE FROM THE PERTINENT POINT OF ORIGIN OR DESTINATION NAMED HEREIN. THIS DISTANCE SHALL BE MEASURED FROM (1) THE NEAREST BOUNDARY IN THE CASE OF DESIGNATED COMMERCIAL ZONES; (2) THE NEAREST CORPORATE LIMIT, IN THE CASE OF INCORPORATED COMMUNITIES NOT IN COMMERCIAL ZONES; OR (3) THE NEAREST POST OFFICE WITHIN OTHER POINTS OF ORIGIN OR DESTINATION.</p>	
20.	<b>PAYMENT</b>
<p>EXCEPT FOR SHIPMENT COVERED BY ITEM 26(3) OR 26(4), THE CARRIER SHALL BILL THE UNITED STATES ON STANDARD FORM 1113, APPROPRIATELY SUPPORTED, AND SHALL SUBMIT SAID BILL TO THE PAYING OFFICE SHOWN ON THE GOVERNMENT BILL OF LADING.</p>	
21.	<b>REFERENCES</b>
<p>WHERE REFERENCES ARE MADE IN THIS TENDER TO AN ITEM, TENDER, TARIFF OR CLASSIFICATION, SUCH REFERENCES SHALL BE DEEMED TO INCLUDE SUPPLEMENTS OR AMENDMENTS THERETO OR REISSUES THEREOF, UNLESS OTHERWISE SPECIFIED HEREIN.</p>	
22.	<b>TERMINATION OR MODIFICATION OF TENDER</b>
<p>THIS TENDER MAY BE CANCELLED OR MODIFIED BY THE CARRIER(S) ON WRITTEN NOTICE OF NOT LESS THAN THIRTY (30) DAYS EXCEPT AS TO SHIPMENTS MADE FROM ORIGINAL POINT OF SHIPMENT (OR PORT OF IMPORTATION, WHERE INVOLVED) BEFORE THE EFFECTIVE DATE OF SUCH NOTICE, AND EXCEPT AS TO ANY ACCRUED RIGHTS AND LIABILITIES OF EITHER PARTY HEREIN AND FURTHER, EXCEPT SUCH CANCELLATION OR MODIFICATION MAY BE ACCOMPLISHED UPON SHORTER NOTICE BY MUTUAL AGREEMENT OF THE PARTIES CONCERNED.</p>	
23.	<b>FILING WITH REGULATORY BODIES</b>
<p>CARRIER(S) CERTIFIES (CERTIFY) THAT, WHERE REQUIRED, THE REQUISITE NUMBER OF COPIES OF THIS TENDER IS BEING FILED CONCURRENTLY WITH THE INTERSTATE COMMERCE COMMISSION IN ACCORDANCE WITH SECTION 10721 OF THE INTERSTATE COMMERCE ACT, OR WITH OTHER REGULATORY AGENCIES AS APPROPRIATE.</p>	
24.	<b>ALTERNATIONS: VOLUME OF TRAFFIC</b>
<p>THIS TENDER WILL NOT APPLY WHERE CHARGES ACCRUING HEREIN EXCEED CHARGES OTHERWISE APPLICABLE FOR THE SAME SERVICE. RECEIPT OF THIS TENDER SHALL NOT BE CONSTRUED AS A GUARANTEE BY THE GOVERNMENT OF ANY PARTICULAR VOLUME OF TRAFFIC HEREIN DESCRIBED.</p>	
25.	<b>CERTIFICATION AND ENDORSEMENT</b>
<p>I AM (WE ARE) AUTHORIZED TO AND DO HEREBY OFFER ON A CONTINUING BASIS TO THE UNITED STATES GOVERNMENT, HEREIN-AFTER CALLED THE GOVERNMENT, PURSUANT TO SECTION 10721 OF THE INTERSTATE COMMERCE ACT OR OTHER APPROPRIATE AUTHORITY, THE TRANSPORTATION SERVICES HEREIN DESCRIBED, SUBJECT TO THE TERMS AND CONDITIONS HEREIN STATED. 'THE PROPERTY TO WHICH RATES HEREIN APPLY MUST BE SHIPPED BY OR FOR THE GOVERNMENT (1) ON GOVERNMENT BILL OF LADING; (2) ON COMMERCIAL BILLS OF LADING ENDORSED TO SHOW THAT SUCH BILLS OF LADING ARE TO BE EXCHANGED FOR GOVERNMENT BILLS OF LADING AT DESTINATION OR CONVERTED TO GOVERNMENT BILLS OF LADING AFTER DELIVERY TO THE CONSIGNEE; (3) ON COMMERCIAL BILLS OF LADING SHOWING THAT THE GOVERNMENT IS EITHER THE CONSIGNOR OR THE CONSIGNEE AND ENDORSED WITH THE FOLLOWING LEGEND: 'TRANSPORTATION HEREUNDER IS FOR THE _____ GOVERNMENT AGENCY (NAME THE SPECIFIC AGENCY, SUCH AS U.S. DEPARTMENT OF DEFENSE), AND THE ACTUAL TOTAL TRANSPORTATION CHARGES PAID TO THE CARRIER(S) BY THE CONSIGNOR OR CONSIGNEE ARE ASSIGNABLE TO, AND ARE TO BE REIMBURSED BY THE GOVERNMENT;' AND THE ACTUAL TOTAL TRANSPORTATION CHARGES PAID TO THE CARRIER(S) BY THE CONSIGNOR OR CONSIGNEE ARE ASSIGNABLE TO, AND ARE TO BE REIMBURSED BY THE GOVERNMENT;' (4) ON COMMERCIAL BILLS OF LADING ENDORSED WITH THE FOLLOWING LEGEND: 'TRANSPORTATION HEREUNDER IS FOR THE _____ GOVERNMENT AGENCY (NAME THE SPECIFIC AGENCY, SUCH AS U.S. DEPARTMENT OF DEFENSE), AND THE ACTUAL TOTAL TRANSPORTATION CHARGES PAID TO THE CARRIER(S) BY THE CONSIGNOR OR CONSIGNEE ARE TO BE REIMBURSED BY THE GOVERNMENT, PURSUANT TO COST-REIMBURSEMENT CONTRACT NO. _____. THIS MAY BE CONFIRMED BY CONTACTING SUCH AGENCY AT _____.'"</p>	
26.	<b>INSTRUCTIONS</b>
<p>A. GENERAL:          (1) THIS UNIFORM TENDER FORMAT IS DESIGNED TO PROMOTE SPEED AND ORDERLINESS IN THE HANDLING OF TENDERS. VARIANCE FROM ITS TERMS, SEQUENCE, OR NUMBERING MAY RESULT IN DELAY IN THE PROCESSING OF TENDERS.          (2) TENDER SHALL BE PREPARED PLAINLY BY ANY DURABLE PROCESS ON PAPER OF GOOD QUALITY, 8 1/2 X 11," WITH A LEFT-HAND BINDING MARGIN OF AT LEAST 3/4".          B. DISTRIBUTION REQUIREMENTS:          EXCEPT AS OTHERWISE INSTRUCTED, RATE TENDERS AND SUPPLEMENTS WILL BE SUBMITTED TO THE COMMANDER, MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: HTPP-CD, 8611 COLUMBIA PIKE (ROOM 408), FALLS CHURCH, VA, 22041-5090, IN 4 COPIES. THE ORIGINAL AND ONE COPY MUST BEAR AN AUTHORIZED SIGNATURE.</p>	

(figure 5-1 cont'd)

## OTO MESSAGE REQUEST

The following format and data sequence is mandatory:

FROM: PPSO

TO: CDR MTMC FALLS CHURCH VA //MTPP-C//

SUBJECT: Request for Personal Property One-Time-Only (OTO) Rate

1. Member's Name/Rank/SSAN.
2. Code of Service.
3. Origin PPSO (including GBLOC) and pickup point of shipment if other than installation.
4. Destination city, installation, state/country.
5. Pickup date.
6. Required delivery date.
7. Estimated weight in net or gross pounds.
8. Date OTO information is required for booking purposes.
9. If Code 5 or T, indicate port routing; otherwise omit.
10. Carriers eligible to service if origin/destination is uncontrolled area.
11. Local full service packing/crating rates.
12. List remarks such as extenuating circumstances, i.e., medical equipment, reshipment, carriers in nonuse, and/or conversion to another code of service.

(figure 5-2)



FORMAT

MTMC RESPONSE TO REQUEST FOR OTO RATES

FROM: CDR MTMC FALLS CHURCH VA //MTPP-C//

TO: PPSO

INFO: (CARRIER AWARDED SHIPMENT)

UNCLAS

SUBJ: REQUEST FOR PERSONAL PROPERTY OTO RATE

A. IN OTO MSG

1. \_\_\_\_\_ (MEMBER NAME/RANK/SSAN)
2. \_\_\_\_\_ (CARRIER NAME/CODE)
3. \_\_\_\_\_ (TENDER NUMBER/EFFECTIVE DATE)
4. \_\_\_\_\_ (OTO SINGLE FACTOR RATE/EXPIRATION DATE)
5. \_\_\_\_\_ (RDD)
6. THIS MESSAGE CONSTITUTES AUTHORITY TO REF A SHIPMENT TO CARRIER CITED,  
AND GBL SHOULD BE PREPARED ON BASIS OF DATA HEREIN.
7. SUBMIT ONE LEGIBLE MEMORANDUM COPY OF THE OTO GBL TO HQ, MILITARY TRAFFIC  
MANAGEMENT COMMAND, ATTN: MTPP-C, FALLS CHURCH, VA 22041-5050, WITHIN 14  
DAYS OF TENDERING SHIPMENT TO CARRIER.

(figure 5-2, cont'd)

### VOLUME MOVE REPORT FORMAT

1. Number of individual shipments.
2. Estimated weight of each shipment.
3. Estimated total weight of all shipments.
4. Date first lot is to be removed.
5. Anticipated date last shipment is to be moved.
6. Shipping officer controlling volume movement, city, state/country of origin, and destination (including approximate mileage of any commuting area).
7. Full business name and carrier code of all carriers (not agents) qualified to serve the origin and destination points including carriers under suspension at the time of the volume move request. If a carrier is under suspension, reinstatement date will be shown opposite the carrier name.
8. Estimate weight that may require SIT at origin/at destination.
9. Lowest current applicable transportation rate.
10. Local pack and crate and overflow rates (international movements only).

(figure 5-3)

# STATEMENT OF ACCESSORIAL SERVICES PERFORMED

Government Bill of Lading No.		Date of Pickup Origin		PACKING, PACK MATERIALS & UNPACKING		NO.	PRICE	CHARGE
NAME OF OWNER				DISH PACK				
SSN		RANK OR GRADE		CARTONS - LESS THAN 3 CU FT				
Origin of Shipment				3 CU FT				
Destination of Shipment				4 1/2 CU FT				
Ordering Activity/Installation (Name & Location)				6 CU FT				
Name of Carrier and Agent				6 1/2 CU FT				
Signature of Carrier's Representative		Date		WARDROBE (NOT LESS THAN 10 CU FT)				
Carrier's Shipment Ref. No.		Agent or Driver Code		MATTRESS, CRIB				
PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) LBS.				MATTRESS (NOT EXCEEDING 39"x75")				
INCLUDED IN SHIPMENT (IF NOT INCLUDED WRITE "NONE")				MATTRESS (NOT EXCEEDING 54"x75")				
STORAGE-IN-TRANSIT				MATTRESS (39"x80")				
Stored at (City & State)		SIT SERVICES PROVIDED AT		MATTRESS (EXCEEDING 54"x75")				
		ORIGIN DESTINATION OTHER		* TOTAL				
Date In	Date Ordered Out	Date Delivered Out	No. Days	Net Weight	TOTAL SUBJECT MAX-PAK \$ CWT			
Requested Delivery Date					GRANDFATHER CLOCK CARTONS			
SHIPMENT ORDERED INTO AND OUT OF SIT ON DATES INDICATED AND AUTHORIZED BY SIT CONTROL NO.					CORRUGATED CONT. (SPECIALLY CONST.)			
WAS STORAGE POINT FOR CARRIER'S CONVENIENCE? YES NO					BOXES-WOODEN/CRATES NOT OVER 5 CU FT			
REWEIGH CERTIFICATION (if applicable) NUMBER:					OVER 5 NOT OVER 8 CU FT			
Original Gross		Reweight Gross			OVER 8 CU FT (ENTER GROSS CU FT)			
Original Tare		Reweight Tare			CRATES CU FT MIN CHARGE			
Original Net		Reweight Net			CARTONS DOUBLE (PPP-B-1364) & TRIPLE			
SPECIFY APPLIANCES SERVICED & MAKE OR MANUFACTURER'S NAME-ENTRY MUST BE SEPARATELY INITIALED BY OWNER/AGENT					WALL (PPP-B-640) NOT OVER 4 CU FT			
					OVER 4 CU FT BUT LESS THAN 7 CU FT			
					7 CU FT BUT LESS THAN 15 CU FT			
					TOTAL PACKING CHARGE			
REMARKS:					LABOR-NUMBER OF MANHOURS (DESCRIBE SERVICE IN "REMARKS" SECTION)			
					CHECK AS APPROPRIATE: EXTRA DELV			
					EXTRA PICKUP AUX SERV			
					PIANO/ORGAN CARRY SERVICE			
					ELEVATOR, STAIR OR EXCESS DIST CHARGE			
					SERVICING APPLIANCES/OTHER ARTICLES (AS ITEMIZED & INITIALED)			
					OTHER (DESCRIBE IN "REMARKS" SECTION)			
					TOTAL ACCESSORIAL SERVICE CHARGES			
STATEMENT OF OWNER, MILITARY INSPECTOR/TRANSPORTATION OFFICER								
MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED BY NAMED CARRIER AS INDICATED HEREON (Check as Appropriate)								
Signature: Date: AT ORIGIN AT DESTINATION OTHER (Explain)								
(Do not sign until carrier has completed "NUMBER" column)								
TRANSPORTATION OFFICER'S CERTIFICATION								
CHECK SERVICES ACCOMPLISHED: 1. ACCESSORIAL SERVICES AS LISTED ABOVE 2. STORAGE-IN-TRANSIT 3. REWEIGH CERTIFICATION								
4. 3rd PARTY SERVICES 5. BULKY ARTICLE CHARGE 6. WAITING TIME 7. OVERTIME LOADING/UNLOADING CHG 8. UNPACKING SERVICE (BAGGAGE ONLY) 9. OTHERS (EXPLAIN)								
SHIPMENT SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE								
Transportation Officer's Signature:								
TITLE (Print):					DATE:			

DD Form 619, THIS FORM IS REQUIRED ONLY WHEN ACCESSORIAL SERVICES ARE CHARGEABLE TO THE GOVERNMENT. CARRIER WILL ENTER COMPLETE INFORMATION OR "NONE" IN COLUMNS. UNIT PRICE AND CHARGE COLUMNS MAY BE OMITTED WHEN CHARGES ARE ITEMIZED ON SF 1113

JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE	DIS/RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMT	CIC	ORIG MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
01 of 01											
MESSAGE HANDLING INSTRUCTIONS											
<p>FROM: JPPSOWA CAMERON STA VA {Requesting IT0}</p> <p>TO: ABC MOVING AND STORAGE, INC {Carrier Tendered Shipment}</p> <p>344 OAK STREET, NEWTON, MI 48217</p> <p>INFO: NAS MAYPORT FL {New Destination PPS0}</p> <p>NAF SIGONELLA SICILY {Origin PPS0}</p> <p>UNCLAS</p> <p>SUBJ: CERTIFICATE FOR DELIVERY FROM SIT, NO. 001-XX  {Local Control Number Optional}</p> <p>1. THE PERSONAL PROPERTY SHIPMENT OF JONES, ROBERT BML/USN,  {Member's Name} {Rank}</p> <p>SS NO. 000-000-0000. TENDERED ON GBL NO. AB,000,000 TO ABC MOVING  {Social Security Number} {PPGBL Number}</p> <p>AND STORAGE, INC {AMSI} BY THE PPS0 AT NAF SIGONELLA, SICILY, ON  {Name of Forwarder or Carrier}</p> <p>14 JUN XX, WITH DESTINATION WASHINGTON, DC, WAS DIVERTED AT  {Date of Pickup} {Origin Destination}</p> <p>BALTIMORE, MD, ON 28 JUL XX, TO MAYPORT, FL, WITH A NEW RDD OF  {Point of Diversion} {Date of Diversion} {New Destination}</p> <p>16 AUG XX.</p> <p>2. MODIFIED PCS ORDERS, DATED 20 JUL XX, ARE AUTHORITY FOR DIVERSION.  {Identify Letter or Other Authority or Reason for Diversion} {New RDD}</p> <p>3. NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION  CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE  WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION  SHOWN ON THE ORIGINAL PPGBL.</p> <p>4. AUTHORIZING OFFICIAL: LCOL JOHN SMITH, TRANSPORTATION OFFICER,  {Name and Title of Authorizing Official}</p> <p>JPPSOWA, CAMERON STATION, VA.</p>											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
TYPED NAME TITLE OFFICE SYMBOL AND PHONE											
SIGNATURE						SECURITY CLASSIFICATION UNCLASSIFIED			DATE TIME GROUP		

DD FORM 172/2 (OCA)

U.S.G.P.O. 1988-213-984

(figure 5-5)

JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE	DTG RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LDM	CIC	ORIG MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
01 of 01											
MESSAGE HANDLING INSTRUCTIONS											
<p>FROM JPPSOWA CAMERON STA VA {Requesting IT0}</p> <p>TO: ABC MOVING AND STORAGE, INC {Carrier Tendered Shipment}</p> <p>344 OAK STREET, NEWTON, MI 48217</p> <p>INFO: NAS MAYPORT FL {New Destination PPS0}</p> <p>NAF SIGONELLA SICILY {origin PPS0}</p> <p>UNCLAS</p> <p>SUBJ: CERTIFICATE FOR DIVERSION, NO. 001-XX  {Local Control Number Optional}</p> <p>1. THE PERSONAL PROPERTY SHIPMENT OF JONES, ROBERT BML/USN,  {Member's Name} {Rank}</p> <p>SS NO. 000-000-0000. TENDERED ON GBL NO. AB,000,000 TO ABC MOVING  {Social Security Number} {PPGBL Number}</p> <p>AND STORAGE, INC {AMSI} BY THE PPS0 AT NAF SIGONELLA, SICILY, ON  {Name of Forwarder or Carrier}</p> <p>14 JUN XX, WITH DESTINATION WASHINGTON, DC, WAS DIVERTED AT  {Date of Pickup} {Origin Destination}</p> <p>BALTIMORE, MD, ON 28 JUL XX, TO MAYPORT, FL, WITH A NEW RDD OF  {Point of Diversion}{Date of Diversion}{New Destination}</p> <p>16 AUG XX.</p> <p>2. MODIFIED PCS ORDERS, DATED 20 JUL XX, ARE AUTHORITY FOR DIVERSION.  {Identify Letter or Other Authority or Reason for Diversion} {New RDD}</p> <p>3. NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION  CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE  WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION  SHOWN ON THE ORIGINAL PPGBL.</p> <p>4. AUTHORIZING OFFICIAL: LCOL JOHN SMITH, TRANSPORTATION OFFICER,  {Name and Title of Authorizing Official}</p> <p>JPPSOWA, CAMERON STATION, VA.</p>											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
TYPED NAME TITLE OFFICE SYMBOL AND PHONE											
RELEASE	SIGNATURE					SECURITY CLASSIFICATION			DATE TIME GROUP		
						UNCLASSIFIED					

DD FORM 172/2 (OCR)

PREVIOUS EDITION IS OBSOLETE  
D/T 0100-17 000 1730

U.S.G.P.O. 1988-213-984

(figure 5-6)

## CHAPTER 6

### STORAGE

#### 6000. Storage-in-Transit (SIT).

a. General. The PPSO may use SIT when necessary to meet the member's requirements. Although SIT normally is used at destination when a shipment arrives before the member has established a delivery address, it also may be used at origin or at an intermediate point when considered by the PPSO to be in the best interest of both the member and the Government. The carrier should use the carrier's DOD approved agent facility located nearest the destination city or installation shown in block 18 of the PPGBL. Should the carrier use a more distant facility for convenience, SIT and related charges will be based on the carrier's agent nearest available DOD approved facility. However, this should not be construed to mean that a carrier without an agent in the destination PPSO's area of responsibility (AOR) can place a shipment into a DOD-approved SIT facility outside the destination PPSO's AOR except when specifically authorized by the destination PPSO. Nearest available carrier's agent DOD approved storage facility is defined as follows: that carrier's agent facility which has DOD approval, has space for the shipment and is accepting DOD traffic from the carrier. If the agent refuses to accept a shipment, i.e., because of the carrier's refusal to provide a waiver and/or to the carrier's poor payment history, the agent's facility will be considered "available" for purpose of determining charges irrespective of what destination warehouse the carrier uses. NTS at origin may not be converted to SIT at origin unless a PPGBL is issued, an inventory is prepared, and a carrier takes physical possession of the property.

#### b. SIT Period.

(1) SIT for DOD civilians employees will not exceed 180 days, (Joint Travel Regulation (JTR), Volume 2).

(2) SIT for military members may not exceed 180 days unless additional storage is authorized in accordance with the JFTR, Volume 1, paragraph U5375-B3.

(3) SIT for military members may be extended beyond the 180-day period when an entitlement for additional storage exists and is approved by the appropriate authority (JFTR).

(4) When SIT is extended beyond the first 90 days, the PPSO shall notify the carrier of the extension and the projected termination date. A copy of DD Form 1857, Temporary Commercial Storage at Government Expense (Figure 1-7), will be provided to the carrier for each extended 90 day period

When a shipment remains in storage beyond the SIT entitlement period, carrier liability shall terminate at midnight of the last day of the SIT period, the Government Bill of Lading character of the shipment shall cease and the warehouse shall become the final destination of the shipment. At this time, the warehouseman shall become the agent for the property owner and the shipment becomes the subject to the rules, regulations, charges and liability of the warehouseman. Members should be advised of the requirement to procure their insurance during this period of storage.

c. Prevention of Unnecessary SIT. The PPSO shall make every effort to prevent unnecessary use of SIT by maintaining a close liaison with installation personnel assignment officers and housing officers. Coordination between the origin and destination PPSOs may be helpful in preventing unnecessary use of SIT. The destination PPSO shall establish a file for inbound personnel, including all advance documentation received from the origin PPSO and information concerning the member, such as telephone numbers on and off base, the member's temporary address, and the name and telephone number of a local contact if the member cannot be located when the shipment arrives.

d. Procedures at Destination. When the carrier notifies the destination PPSO of a shipment's arrival, the PPSO shall attempt to contact the member or the member's agent at the designated point of contact. If the member has not reported to the destination PPSO or the PPSO is unable to contact the member or the member's agent, the PPSO shall instruct the carrier to place the shipment in SIT. In these cases, the PPSO may not direct the carrier to attempt delivery at the member's residence.

e. Record of Authorized SIT. The PPSO shall maintain a separate control log for recording all SIT authorizations. The log shall contain as a minimum, the following information. SIT control number, member's name, code of service, storage location, and the dates ordered into and out of SIT. It is not necessary to maintain a separate ledger specifically for SIT authorization, provided control of SIT is maintained and there is no duplication of SIT control numbers. The log form should be reproduced locally. A copy of DD Form 619 authorizing the SIT will be retained in the shipment file.

f. SIT for Split Shipments. If a shipment arrives at destination as a split shipment and the member is unavailable to receive any portion, SIT may be authorized separately on each portion. The PPSO shall issue a separate SIT control number for each portion of the split shipment. The carrier shall be required to obtain a separate weight ticket and separate SIT control number for each portion of the split shipment. The cost of weighing each portion shall be borne by the carrier. The Government will not pay the minimum weight as applicable to storage.

g. SIT Control Number. Upon ordering a shipment into SIT, the PPSO shall furnish the carrier a SIT control number. The SIT control number, which will contain seven positions, shall be constructed as follows:

(1) The first position shall be the last digit of the year in which the shipment enters SIT (for example, if the shipment is placed in SIT during calendar year 1991, the first digit will be 1).

(2) The second, third, and fourth positions shall contain the julian date for the day on which the shipment enters SIT for example, if the shipment is placed in SIT on November 9, 1991, the second, third, and fourth digits will be 313.

(3) The last three digits shall indicate the numerical sequence of the shipments entering SIT for that day; (for example, if the shipment is the eleventh shipment placed in SIT on that day, the last three digits will be 011).

(4) As described above, the SIT control number for the eleventh shipment placed in SIT on November 9, 1991, is 1313011.

h. Delivery Out of SIT.

(1) When ready to accept the shipment, the member shall contact the destination PPSO and request delivery to the destination residence. The PPSO shall instruct the carrier to make delivery on the date specified by the member.

(2) The carrier will prepare a DD Form 619 (Figure 5-4) for billing purposes. The DD Form 619 shall include all accessorial services incidental to the delivery of the shipment. The carrier will return the completed DD Form 619 to the second (final) destination PPSO. The (final) destination PPSO will verify and sign the form, keeping one copy in the permanent shipment file. If loss or damage is discovered in a shipment delivered from SIT, the member or member's agent shall record the loss/damage on DD Form 1840/1840R.

(3) Shipments that have been placed in containers for SIT at destination may be delivered to residence in the same containers.

(4) The destination PPSO will order long deliveries out of SIT by preparing a "Certificate for Delivery from SIT" (see paragraph 5006.b(2)). A delivery address should be obtained by the destination PPSO before releasing any shipment out of destination SIT. (Absence of a delivery address, the Certificate of Delivery from SIT should include a statement indicating the number of SIT dates used and how many dates of SIT were authorized. The destination PPSO (first PPSO) as specified on the PPGBL, will send an information copy of the Certificate for Delivery from SIT to the origin PPSO to inform them of the new destination. The first destination PPSO is also responsible for ensuring that the newly established destination PPSO (second destination PPSO) receives a copy of the DD Form 2223 or 1780, and any other pertinent information, for final destination evaluation. The second destination PPSO will return the completed evaluation and other necessary



forms, i.e., DD Forms 2223, 1780, and 1840 to the origin PPSO within 45 days of shipment delivery. The carrier prepares the DD Form 619 as described in paragraph 6000.h.(2) above and must forward a copy of the DD Form 619, as well as the DD Form 1840/1840R, to the second (final) destination PPSO.

(5) Requests for partial withdrawals should be made at the time of counseling and indicated to the carrier or carrier's agent at the time of packing, when possible. Only complete cartons or item numbers on the inventory may be withdrawn. Individual cartons will not be opened. The inventory item number will be furnished by the member to the PPSO, who will in turn order the service. Certification of the DD Form 619 by the destination PPSO is required. The member, member's agent or PPSO representative shall have the right to be present at the carrier's facility during the sorting of the property. The carrier will deliver; however, the member has the option to pick up the property from the warehouse. The carrier is responsible for obtaining the weight of the portion withdrawn in accordance with domestic and international solicitation procedures.

#### 6001. Responsibilities for NTS.

a. MTMC Overseas Components and Overseas Commanders. Although NTS is restricted to warehouse facilities located within CONUS, MTMC overseas components and overseas commanders should develop contingency plans to use Government warehouses for storage in the event of civil unrest, national emergencies, etc.

b. MTMC Area Commanders. MTMC area commanders are responsible for the administration of the NTS program in their assigned geographic areas. The MTMC area commanders, through designated contracting officers at the RSMOs, shall:

(1) Conduct preaward surveys to ensure that NTS contracts are awarded only to qualified contractors. The qualifications of contractors shall be determined in accordance with the preaward survey guidelines and guidelines contained in the FAR.

(2) Execute, distribute, and administer the BOA and the Schedule of Services and Rates for Household Goods (DD Form 1162-1, Figure 6-1) in accordance with this regulation and the FAR.

(3) Monitor the weight stored in each approved warehouse, its subdivisions, or fire divisions.

(4) Perform contract administration of DD Forms 1164 (Figure 6-2) that have been placed against BOAs by ordering officers of using activities.

(5) Provide each contractor, in writing, the names and locations of using activities and the names of persons authorized to issue DD Forms 1164 under each BOA.

(6) Notify all recipients of the BOA when it is modified or terminated.

(7) Perform inspections of storage facilities to ensure that all services are provided in accordance with the provisions of the BOA.

(8) Investigate incidents impacting on the operation of the NTS program in accordance with this regulation.

(9) Conduct staff assistance visits during each inspection cycle at each ordering installation in their areas of responsibility. The purpose of such visits shall be to exchange information concerning the adequacy of service provided by each local contractor and to identify potential service problems. Such visits can assist the using activity to plan storage inspections more effectively by focusing upon potential problem areas.

(10) Release for public information current BOA contract rates when such information is requested specifically in writing. Written requests for the release of current rates shall be honored when the request specifically identifies a contractor by name and the BOA in question has been signed and accepted by the RSMO contracting officer. Unless the entire BOA is specifically requested, the release of such information shall be limited to the DD Form 1162-1 currently in effect on the date the written request is received.

c. Ordering Officers. Ordering officers shall:

(1) Acquire all required services for the storage of HHG in both Government and commercial facilities.

(2) Cite the appropriate funds for payment of the services ordered and process invoices for payment.

(3) Maintain on file all documents relating to each storage lot.

(4) Provide to the appropriate RSMO contracting officer copies of independently conducted SMT storage inspections (when such inspection is of a facility also approved for nontemporary storage) in which discrepancies are detected. Such reports alert RSMO contracting officers to potential storage problems involving collocated NTS lots.

(5) Perform inspections in connection with prestorage and poststorage services. When deficiencies are discovered that are not corrected immediately by the contractor, the RSMO contracting officer responsible for administering the BOA shall be notified. The suspension of contractors by using activities is not authorized. Ordering officers are encouraged to participate with RSMO contracting officers in joint inspections of local contractor storage facilities within their areas of responsibility, whenever practical.

(6) Serve as the point of contact for the member on all matters concerning the storage of HHG.

(7) Notify immediately the appropriate RSMO when the contractor is unable to locate a lot in storage.

(8) When the weight in storage is in excess of the JFTR allowance the applicable military service guidelines or regulations shall be followed to recoup excess costs from the member.

(9) Terminate all NTS at Government expense for storage beyond the authorized storage period and advise the contractor to bill the member for future storage costs. If travel and transportation entitlements of retired members has been extended, authorize continued storage at Government expense. The member subsequently should reimburse the Government for storage costs.

d. Installation Commanders. Installation commanders are responsible for inspecting periodically all Government-owned storage facilities under their jurisdiction that are used for the storage of DOD-sponsored personal property shipments. Such inspections shall be performed under military service headquarters direction and shall be recorded on DD Form 1811 (Figure 2-2) and DD Form 1812 (Figure 2-3). Before approval by the installation commander, RSMO personnel shall conduct a liaison inspection of the Government-owned facilities to ensure that storage practices are the same as those required of private contractors under the BOA.

#### 6002. NTS Procedures - Contracting Officers.

a. The Preaward Survey. The preaward survey (in accordance with the FAR and this regulation) is used to determine whether a prospective contractor is qualified to participate in the NTS program and whether the offered warehouse, including subdivisions and fire divisions, meets Government standards. Upon receipt of a contractor application to provide service, the responsible contracting officer shall conduct a preaward survey using the DD Form 1811 (Preaward Survey of Contractor/Carrier Facilities and Equipment). The DD forms are available through normal publications channels and shall be completed for each specific warehouse where HHG are to be stored. The responsible activity shall maintain the original copy, and the prospective carrier or contractor shall be provided a duplicate copy.

b. Executing, Administering, and Distributing the BOA.

(1) When the preaward survey has been completed and the contractor qualified and accepted, the contracting officer shall:

(a) Negotiate the DD Form 1162-1 with the contractor.

(b) Secure the contractor's signature on the original and two copies of the BOA for storage of HHG and related services, signifying the contractor's acceptance of the terms and conditions.

(c) Sign the original and two copies of the agreement on behalf of the Government.

(d) Distribute the agreement in accordance with the FAR and furnish sufficient copies to appropriate ordering officers.

(2) The contracting officer shall be responsible for the proper administration of each BOA, for issuing all required modifications, and for maintaining the agreement in accordance with the requirements of the FAR. The effective date of the agreement or amendments or modifications shall be the 1st day of the month.

c. Rate Change Requests. All rate changes initiated by a contractor shall become effective on the 1st day of the month. Rate change requests submitted by contractors shall be postmarked no later than the 15th day of the 2nd month before the rate change becomes effective. If the rate change request is delivered in person, it shall be received in the contracting officer's office not later than the close of business of the 15th day of the 2nd month before the rate change becomes effective. For example, a rate change request postmarked or delivered between July 16 and August 15 shall become effective on October 1; between August 18 and September 15 shall become effective November 1.

d. Monitoring Weight in a NTS Facility. When a facility has been approved, the contracting officer shall determine whether it is physically possible for the facility to exceed the DOD fire classification weight limitation. For each facility in which the weight limitation may be exceeded, the contracting officer shall:

(1) Monitor the total weight stored in the facility from DD Form 1812 (Figure 2-3) provided by the RSMO inspector.

(2) When the facility is loaded to 75 percent of its designated weight limitation, maintain a running total of weight in the facility from data on the DD Form 1164 (Figure 1-9).

(3) When the total weight stored reaches the facility's weight limitation, notify the contractor and appropriate ordering officers not to place further Government storage in the facility.

(4) Notify the contractor and appropriate ordering officers of the availability of the facility after sufficient weight has been removed to allow resumption of storage.

e. Contract Administration of DD Form 1164. DD Form 1164 will be reviewed using an appropriate sample from each using activity in accordance with effective random sampling procedures. Under unusual circumstances/ conditions (Department of Justice investigations, complaints, excessive error, rates, etc.), 100 percent review may be performed as determined appropriate. The contracting officer shall review DD Forms 1164 to:

(1) Monitor the weight of HHG stored in contractors' facilities in which the fire limitation may be exceeded.

(2) Ensure DD Forms 1164 are being issued in accordance with this regulation and the BOA.

(3) Ensure that the correct BOA number and amendment numbers, if applicable, which reflect rates applicable to the services acquired, are shown on each DD Form 1164.

(4) Ensure rates listed for the ordered services are correct. Upon completion of the administrative review, service order copies shall be distributed in accordance with current military service regulations.

f. Inspection of Contractor's Facilities and Services. The contracting officer shall inspect each contractor's facilities and services at least once every 4 months or more often if necessary. The purpose of these periodic inspections is to ensure that the contractor's facilities continue to meet the Government's standards and that all services are being performed in accordance with the BOA. A written report or record of all inspections shall be made on the DD Form 1812 and shall be made a part of the contract file. The following actions shall be taken once the results of the inspection are determined:

(1) "A" Rating. If no discrepancies are noted, one copy of the completed DD Form 1812 shall be provided to the contractor, one copy shall be provided to the responsible ordering officers, and one copy shall be placed in the contract file. No additional action is required until the next regularly scheduled inspection.

(2) "B" Rating. If deficiencies merit a quality control rating score of "B" (1-8 points) and are easily correctable, the contractor shall be requested to perform immediate corrective action. Copies of DD Form 1812 shall be distributed to the PPSO responsible for the storage facility, the contractor, and the RSMO.

(3) "C" Rating. If deficiencies earn a quality control rating score of "C" (9-16 points) and do not warrant declaring the contractor ineligible, copies of DD Form 1812 shall be furnished to the PPSO responsible for the facility. The contractor shall provide a detailed report of corrective action, authenticated by a company official, within 10 days after receipt of DD Form 1812. Contractors shall be monitored closely by the PPSO and RSMO for deterioration in quality of service. During the next regular inspection, if the contractor has reported correction falsely or repeats a violation, grounds will exist for placing the contractor in an ineligible status for an appropriate period of time. The MTMC area commander shall be advised of the action.

(4) "D" Rating. If deficiencies merit a quality control rating score of "D" (17 points and over) and warrant declaring the contractor ineligible for business, copies of the DD Form 1812 shall be furnished to the

contractor, ordering activities having an applicable BOA, RSMO, and MTMC area commands. The contractor shall be placed in a temporary ineligible status by the contracting officer pending corrective action. The contractor shall explain action taken and provide a detailed report authenticated by a responsible company official. Upon receipt of the contractor's report, the facility shall be reinspected. If deficiencies have been corrected and positive action taken to prevent recurrence, the contractor shall be restored to eligibility.

(5) "E" Rating. A repeat violation of a serious deficiency or evidence of false reporting of corrective action shall merit a quality control rating score of "E" and shall be grounds for a continuation of ineligibility for a period of time set by the contracting officer. If the contracting officer decides an "E" rating is not sufficient, a "stop notice" for future DOD business shall be issued, or termination for default shall follow.

g. Storage Difficulties. Ordering officers shall inform the appropriate contracting officers of existing or anticipated problems in obtaining storage space. Upon such notification, contracting officers shall provide appropriate assistance and:

(1) Determine requirements for changes, if appropriate, in existing qualification standards that would increase the capability of existing contractors without lowering the quality of service.

(2) Ensure that the using activities are not limiting the use of contractors to those located within their areas of responsibility.

(3) Attempt to locate additional commercial storage facilities that will meet required Government standards. When located, the contracting officer shall conduct a preaward survey and, if the facility is qualified, negotiate and distribute the basic ordering agreement in accordance with paragraph 6001.b., above.

(4) Attempt to locate additional Government-owned facilities suitable for storage of personal property.

#### 6003. NTS Procedures - Ordering Officers.

a. General. The lowest cost, qualified storage facility available, regardless of its location, shall be used for NTS. When an ordering officer has BOAs available that offer facilities outside the installation's area of responsibility, awards will not be limited to facilities within the area of responsibility. Storage Facility Rates (Figure 6-3) shall be used to make a cost comparison when determining whether to use commercial or Government facilities.

b. Determining the Low-Cost Contractor. The ordering officer shall use items I, II, III, IV, V, and VI of the DD Form 1162-1 to determine the low-cost contractor. Item II shall be used only when upright wardrobe services are required. Item V, storage costs, will be projected over the estimated storage period for each lot.

c. Attempted Pickup or Delivery. If the member or member's agent is not available at the residence when the contractor attempts to pick up or deliver on the date specified on DD Form 1164, the contractor shall be paid the drayage rate per DD Form 1162-1 on a 500-pound minimum (minimum weight) shipment for attempted pickups and the actual shipment weight for attempted deliveries. Payment is subject to contracting officer approval.

d. Acquisition of Commercial Storage Services. Contractors shall be contacted in the order of their BOA rates (from lowest to highest), even though they may be located outside the installation's area of responsibility. The storage lot shall be offered to the first contractor that can perform the services at the time they are required. A contractor will not be contacted if written notice that services cannot be provided has been received from that contractor. When two or more contractors have equal rates, the ordering officer shall offer lots to those contractors on a fair and equitable basis. When other than the low-cost contractor is used, all copies of the DD Form 1164, except the copy furnished to the contractor, shall be annotated "Low-Cost Contractor Unable to Handle," and the ordering officers' contract file shall contain a list of the contractors refusing the lot with the reasons for refusal. When the estimated cost of services exceeds \$10,000, the contractor shall submit an Offer of Services for Household Goods Storage, DD Form 1163 (Figure 6-4).

e. Member Preference for Contractor. Member's choice of contractor is prohibited unless the contractor-requested cost is the same or no more than the lowest qualified offeror. The rules governing the requirements of the Basic Ordering Agreement, Federal Acquisition Regulation, requires orders be issued to the lowest qualified offeror. The Government has no authority to enter into three-party contracts between itself, the NTS Contractor, and the member.

f. Service Order for Household Goods, DD Form 1164.

(1) Upon the contractor's acceptance of the offer of a lot, the ordering officer shall request the contractor to provide a lot number and prepare DD Form 1164. A separate DD Form 1164 will be prepared for each HHG lot. Service orders shall be executed only by ordering officers having specific authority to issue such orders. Orders for services shall be furnished to the contractor before the date on which the services are to be performed. DD Form 1164 is self-explanatory except for the following items:

(a) Block 3.b. - Federal Agency. Federal Agency identity. Enter two-character alpha code, i.e., DF (Department of Air Force, DA (Department of Army).

(b) Block 3.c. - Appropriation Identity. Identifying code designation which is locally assigned by each activity.

(c) Block 3.g. - Lot Number. Enter the lot number furnished by the contractor.

(d) Block 3.i. - Estimated Storage Period. Enter approximate number of months storage contemplated. This varies from case-to-case depending on entitlement circumstances and applies to new accounts being placed in storage.

(e) Block 3.i. - Pick-up Date. (YYMMDD). Enter the date on which the requested services are to begin. The date shall be entered from left to right as the last two digits of the year, the first three letters of the month, and the date of the month, i.e., 90SEP30.

(f) Block 4. - Services Ordered. Enter rates from the appropriate DD Form 1162-1 only for those services being authorized. Item VI, handling-out, which must be used in making cost comparisons, will not be included on the initial DD Form 1164. To facilitate subsequent ordering-out action, the applicable rate for handling-out, item VI, may be annotated on the copy retained in the storage file. When crating of HHG is required for safe transportation and storage, the remarks section, Block 6, shall be annotated to show approval granted by the ordering officer.

(g) Block 6 (Remark Section). - Firearms. When firearms are to be included in the storage lot, the statement "This NTS Lot Contains Firearms" will be annotated on the DD Form 1164.

(2) Distribution of DD Form 1164.

(a) Original copy shall be sent to the Accounting and Finance Office.

(b) One copy shall remain with the contractor and shall be annotated: "Duplicate Original."

(c) One copy, indicating the actual weight and storage location, shall be provided to the member or overseas Civilian Personnel Officer.

(d) One copy indicating the actual weight and storage location shall be provided to the responsible RSMO Contracting Officer within 5 working days of the date on which the actual weight is received from the contractor.

(e) One copy shall be provided to the PPSO.

(f) One copy shall be provided to the Uniform Service Finance Office.



(3) Supplemental Service Orders.

(a) Supplemental DD Forms 1164 shall be issued to authorize services such as renewal or removal of a lot in storage or annual renewal of the fiscal year fund citation for the following fiscal year for those lots remaining in storage after September 30. Renewals may be authorized by written notice to the contractor, such as manifest-type listings.

(b) When it is known prior to ordering services that part of a member's property will remain in storage while another part will be withdrawn within a short period of time, each part will be considered a separate lot; a separate DD Form 1164 shall be issued for each lot. When a member requests, and is entitled to, partial removal from a lot stored under a single DD Form 1164, a supplemental DD Form 1164 shall be issued for handling-out services to permit removal of the desired goods from the lot and for handling-in of that portion to be returned to storage.

g. Warehouse Receipts. Each lot of HHG stored in a commercial facility shall be covered by a separate, nonnegotiable warehouse receipt. The contractor shall issue the warehouse receipt in the name of the member, in accordance with the terms of the BOA. The contractor shall mail or otherwise deliver the original and one copy of the warehouse receipt to the ordering officer. When the inventory is used as part of the warehouse receipt, a copy of the inventory may be attached to the original warehouse receipt. The use of a combination inventory-warehouse receipt form is acceptable if the document contains all of the information required by applicable laws and the BOA. When a combination inventory-warehouse receipt is used, the original copy shall be furnished to the ordering officer and a legible copy retained by the contractor.

h. Storage Outside an Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering officer placing the lot in storage shall retain the storage account and all paperwork until application for shipment is received.

i. Removal from NTS. Whenever a lot, or part of a lot, is to be removed from storage, the ordering officer shall sign and return the original warehouse receipt to the contractor, along with the DD Form 1164 specifying the services to be performed. A copy of the warehouse receipt shall be retained for the ordering officer's files. Whenever part of a lot is removed from storage and part is to remain, the ordering officer shall obtain a new or revised warehouse receipt from the contractor for that portion remaining in storage. The NTS contractor shall be given a minimum five (5) work days notice prior to release of shipment.

j. Removal When Storage is Outside the Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering officer placing the lot in storage shall retain all paperwork and the storage account until the member's application

for shipment is received. The ordering officer shall make telephonic arrangements with the contractor for release of the goods from storage. The member's application for shipment shall be forwarded to the PPSO having responsibility for the area in which the goods are stored. The gaining PPSO shall arrange for shipment of the goods and shall coordinate with the ordering officer, as required.

k. Local Delivery Reweigh Procedures. If a pattern of weight variance is detected in the weight of line-haul shipments moving out of a particular warehouse, the PPSO shall initiate local reweigh procedures.

(1) The ordering officer shall negotiate a rate with the storage contractor not to exceed the current rate factors of the GRT or MRT rate tender. When requesting local reweigh, cost comparisons shall be accomplished to ensure use of lowest rate or price available.

(2) Local delivery reweigh requests shall be annotated on the DD Form 1164. It is recommended the PPSO or the PPSOs representative witness the reweigh to support any collection action involved for either party. A witnessed reweigh will aid the RSMO contracting officer in the event of disputes as well as in monitoring performance.

(3) The ordering officer may request the contractor to use Government scales for local reweigh when available and when reweigh will not cause delay to the contractor. If the contractor is required to use Government scales and excess mileage is involved, the Government may be liable for an extra charge since the terms of the original agreement have been modified.

(4) One weight ticket is necessary when a lot is ordered out of NTS locally and when delivery is within the scope of the agreement. When there is a 200-pound variance (higher or lower), an additional weight ticket is required. This provision will not apply if weight discrepancies are due to missing items from a shipment that were a part of the weight at original pickup.

l. Storage Difficulties. Before the normal shipping season, the ordering officer shall notify the RSMO contracting officer of any actual or anticipated problems in obtaining commercial storage space. An information copy of such notice shall be provided to the appropriate MTMC area command. Problems that cannot be resolved by the RSMO contracting officer shall be forwarded for resolution to Headquarters, MTMC, ATTN: MTPP-Q.

m. Processing NTS for Personnel Assigned PCS Overseas and Notification of Member Pending Expiration of Entitlements and Conversion of Lots to Member's Expense.

(1) Upon receipt of an application for NTS, the PPSO shall enter the estimated storage entitlement expiration date on the DD Form 1299 in block 13 (Figure 1-2). This date shall be determined by adding the tour length to the

reporting month cited in the orders. (Exception: General and flag officers have no set tour length, however, since 48 months is a common period of time for assignment, 48 months shall be added to the reporting month cited in the orders and entered in block 13 of the DD Form 1299.)

(2) Not later than 45 days before the 1st day of the month when the NTS entitlement is due to expire, as noted in block 13 of the DD Form 1299, the PPSO shall notify the member by certified letter of the impending NTS entitlement expiration. (Exception: The military service headquarters concerned shall be contacted to determine the status of entitlement continuation for general and flag officer's lots.) A suspense date shall be established for return of information and a suspense file maintained.

(3) The notification shall include:

(a) Date storage entitlement will expire.

(b) Suspense date for return of information.

(c) Net weight of HHG in storage chargeable to member's JFTR weight allowance.

(d) Storage company's name, address, service order number, and lot number.

(e) Statement that the member is to return the notice in the self-addressed envelope provided by the suspense date whether continued storage is required. The new PCS order, personnel action or extension document, copy of separation order, or letter explaining the member's status shall be enclosed. DOD civilian employees shall provide correspondence from their civilian personnel office containing the new fiscal year fund citation for continued storage. Include a statement that if the member fails to return the letter to the PPSO advising of his or her status before the date the NTS entitlement is due to expire, the Government's responsibility for control and payment for the NTS shall be terminated and the lot converted to a commercial account in the member's name at his or her expense. He or she shall then be responsible directly to the commercial contractor for storage costs.

(4) If the certified letter notice is not returned with appropriate notations by the established suspense date, the PPSO shall contact the applicable military service personnel locator office to make a final attempt to locate the member.

(5) When all notification and locator efforts have failed, the PPSO immediately shall take necessary steps, in accordance with military service regulations, to convert the lot to the member's or employee's expense.

6004. Loss and Damage in NTS.

a. General. This subsection prescribes procedures to be followed by contracting and ordering officers when incidents of loss or damage of stored HHG occur.

b. Loss/Damage or Erroneous Shipments. If the contractor is unable to locate a lot or portion of a lot in storage, the PPSO/ordering officer shall notify officer who shall ensure the contractor is taking action to locate any missing items and collect information for contract interpretation which might be needed in the event of claims processing.

c. Missing Items. When missing items subsequently are found to be in the possession of the contractor, the contractor shall forward the items to the member by the mode of transportation selected by the ordering officer offering the least amount of delay. The contractor shall be responsible for any shipping charges in excess of the original cost had the delay not occurred.

d. Delivery of Wrong Items. If a contractor inadvertently ships or delivers wrong items, the contractor is liable for all excess costs associated with the return. The ordering officer shall select the mode of transportation offering the least amount of delay. Compensation to the contractor will not be more than the original cost.

e. Lost or Stolen Privately-Owned Firearms. If a POF is lost or stolen while under the control of the warehouse, the RSMO shall determine whether the firearm was stored in accordance with the preaward survey guidelines and whether the loss was due to negligence of the warehouse. The failure of a contractor to report promptly a lost or stolen firearm shall result in the issuance of a cure notice by the RSMO contracting officer.

f. Contracting Officer's Procedures. Upon becoming aware of loss or damage to stored HHG due to fire, flood, or similar causes, the contracting officer, in coordination with the appropriate ordering officers, shall:

(1) Arrange immediately for a joint inspection of the damage.

(2) Direct the contractor to unpack and dry the goods, if necessary, and prepare a detailed report of loss or damage to each lot, by article or package, as listed on the warehouse receipt or inventory form.

(3) Monitor closely the contractor's performance to ensure that:

(a) The contractor's responsibility is discharged properly.

(b) The property is protected from further loss or damage.

(c) The contractor maintains detailed records of all services performed and materials used that are to be paid for by the Government.

(d) The contractor promptly dries, cleans, and repacks all of the items that are handled during the rework process.

(e) The contractor's security measures will protect the goods from pilferage.

(4) Request that the ordering officers engage a third party if the contractor does not have the capability to provide the required services.

(5) Determine the contractor's liability under the terms of the BOA. All available means, including assistance from ordering officers and qualified organizations, shall be used in determining liability. The contracting officer shall prepare a report of each case in accordance with Chapter 10, paragraph 10004.c.

g. Ordering Officer's Procedures. Upon completion of the inspection of loss or damage, the ordering officers shall, as appropriate:

(1) Direct the contractor to perform services such as laundering, drycleaning, and oiling finished surfaces, if such actions are required to prevent further damage to, or deterioration of, the affected goods. Reconditioning of property, such as recovering upholstered pieces and refinishing finished articles, may not be performed as part of the services to prevent further damage or deterioration.

(2) Inform the contractor of the method to be used in determining the new weight of lots when items have been lost or destroyed. When the new weight has been determined, the ordering officer shall issue a Service Order for Household Goods, DD Form 1164.

(3) Advise the member, in writing, of any loss or damage to the member's goods.

(4) Furnish the responsible RSMO contracting officer a copy of the report to the member.

(5) Obtain the consent of the member or the member's authorized agent before ordering the disposal of any damaged goods. Upon receipt of consent, the ordering officer shall direct the contractor in the disposal of irreparably damaged goods.

h. Payment for Services. The unpacking, drying, and cleaning of damaged goods and preparation of the report of loss or damage shall be performed by the contractor at no cost to the Government. All other services performed, such as drycleaning, laundering, repacking, and handling-in, when ordered by the ordering officer, shall be paid for by the Government at no cost to the contractor until ultimate liability for the loss or damage is determined. Payment for these services shall be made from the appropriation cited for payment of the storage charges.

## SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS

Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.

1. BASIC ORDERING AGREEMENT NUMBER

2. MODIFICATION NUMBER

3. EFFECTIVE DATE (YYMMDD)

### 4. SERVICE PERFORMED

a. TITLE	b. DESCRIPTION	c. RATE														
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobe cartons) (Rate per cart.)	\$														
(2) ITEM II SPECIAL SERVICE	(a) Wardrobes: Upright wardrobes with minimum 18 inch bar (Cost each) (b) Inventory of high value items as declared by the member or his agent. (Cost per inventoried carton)	\$ \$														
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. (Rate per cart.)	<table><tr><th>ZONE</th><th></th></tr><tr><td>1</td><td>\$</td></tr><tr><td>2</td><td>\$</td></tr><tr><td>3</td><td>\$</td></tr><tr><td>4</td><td>\$</td></tr><tr><td>5</td><td>\$</td></tr><tr><td>6</td><td>\$</td></tr></table>	ZONE		1	\$	2	\$	3	\$	4	\$	5	\$	6	\$
ZONE																
1	\$															
2	\$															
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4	\$															
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6	\$															
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cart.)	\$														
(5) ITEM V STORAGE	Storage per Clause M-5, Basic Ordering Agreement. (Rate per cart. per month)	\$														
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cart.)	\$														
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications. (Rate per cart.)	<table><tr><th>ZONE</th><th></th></tr><tr><td>1</td><td>\$</td></tr><tr><td>2</td><td>\$</td></tr><tr><td>3</td><td>\$</td></tr><tr><td>4</td><td>\$</td></tr><tr><td>5</td><td>\$</td></tr><tr><td>6</td><td>\$</td></tr></table>	ZONE		1	\$	2	\$	3	\$	4	\$	5	\$	6	\$
ZONE																
1	\$															
2	\$															
3	\$															
4	\$															
5	\$															
6	\$															
(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications. (Rate per cart.)	\$														

### 5. SERVICE AREA

This agreement covers orders placed by using activities within the following area.

### 6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE

a. ZONE 1	b. ZONE 2
c. ZONE 3	d. ZONE 4
e. ZONE 5	f. ZONE 6

### 7. CONTRACTOR CERTIFICATION STATEMENT

I certify that I hold a valid operating permit / certificate for the zones on which I have submitted rates.

a. TYPED NAME (Last, First, Middle Initial)

b. SIGNATURE

# SERVICE ORDER FOR PERSONAL PROPERTY

1. TO (Contractor)				2. FROM (Ordering Office)			
a. NAME				a. NAME			
b. ADDRESS (Street, City, State, Zip Code)				b. ADDRESS (Street, City, State, Zip Code)			
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, 19____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:							
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER	
e. MODIFICATION NUMBER		f. SERVICE ORDER NUMBER		g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, Zip Code)	
(1) OLD		(2) NEW					
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYMMDD)		k. STORAGE EXPIRATION DATE (YYMMDD)		l. ESTIMATED WEIGHT	
						m. WEIGHT IN STORAGE (ACTUAL)	
n. OWNER							
(1) NAME (Last, First, Middle Initial)				(2) PERMANENT ADDRESS (Street, City, State, Zip Code)			
(3) PAY GRADE				(4) SSN			
4. NEW ACCOUNTS - SERVICES ORDERED							
a. PACKING ITEM I		b. SPECIAL SERVICES		c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV	
		(1) WARDROBE ITEM IIA		(2) EXPENSIVE/ VALUABLE ITEM ITEM IIB		e. STORAGE ITEM V	
RATE		NO.		RATE		RATE	
\$		\$		\$		\$	
5. REMOVAL ACTIONS							
a. APPROPRIATION IDENTITY		b. STORAGE REMOVAL DATE (YYMMDD)		c. DELIVERY ADDRESS (Street, City, State, Zip Code)			
6. SERVICES ORDERED							
(1) HANDLING IN ITEM IV		(2) HANDLING OUT ITEM VI		(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII	
						(5) WEIGHT REMOVED	
RATE		RATE		RATE		WEIGHT REMOVED	
\$		\$		\$		\$	
7. REMARKS							
8. SPECIAL INSTRUCTIONS							
a. Mail invoices to:							
b. Storage authority:							
c. Maximum weight chargeable to government. <u>    </u> lbs. Weight in excess of such maximum will be charged to the owner.							
d. Estimated Cost of the Service(s) is \$ <u>    </u> . You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.							
e. Accounting classification:							
f. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage.							
a. TYPED NAME (Last, First, Middle Initial)				b. SIGNATURE			
c. TITLE				d. DATE SIGNED			

DD Form 1164, DEC 83

Effective June 1, 1986, all previous editions of this form are obsolete.

(figure 6-2)

# STORAGE FACILITY RATES

SERVICE	GOVERNMENT STORAGE	COMMERCIAL STORAGE (Basic Ordering Agreement)
Packing and protection as required by and incident to drayage and storage	Per local packing and crating contract.	Item I and II. Schedule of Services and Rates and Household Goods (DD Form 1162-1).
Pickup of personal property at location, inventory, marking, tagging, loading, drayage or line-haul to warehouse and there unloading onto warehouse Platform	Local contract and/or prevailing local Commercial drayage rates. (If line-haul is involved, drayage may not be applicable.) (If line-haul is involved, Military Rate Tender or tariff rates apply).	Item III, DD Form 1162-1. (If line-haul is involved, Military Rate Tender or tariff rates apply).
Handling-in, labor and equipment required to place personal property in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor or Government warehouse and preservation of items for and during storage.	Costs.	Item IV, DD Form 1162-1.
Total storage cost for entire storage period	Space rate factor.	Item V, DD Form 1162.1.
Handling-out, labor and equipment required to remove personal property from storage and place onto warehouse platform Per local packing and crating contract	Costs..	Item VI, DD Form 1162.1.

(figure 6-3)



<b>OFFER OF SERVICES FOR HOUSEHOLD GOODS STORAGE</b>		<b>DATE</b>
TO: (Name of Ordering Officer, Activity and complete mailing address)		
<p>In response to your notification and request of _____, 19 __, we advise that we have facilities available to perform the services you have requested, as described below, and hereby offer to perform such services pursuant to any Service Order for the same you may issue and at the rates in and pursuant to all the provisions of Basic Ordering Agreement No. _____. We will reserve space for the property involved until the close of business on _____, 19 ____.</p>		
SERVICES TO BE PERFORMED (List Item No(s), Schedule of Services and Rates)		
LOCATION OF PROPERTY		ESTIMATED WEIGHT*
PROPERTY DESCRIPTION*		
TYPED NAME AND TITLE OF AUTHORIZED AGENT	DATE SIGNED	FIRM NAME AND SIGNATURE OF AUTHORIZED AGENT
<small>* Estimated weight and property description are subject to adjustment to conform to actual weight and description.</small>		

DD Form 1163, 1 MAR 79

EDITION 1 AUG 56 MAY BE USED UNTIL EXHAUSTED.

(figure 6-4)

## CHAPTER 7

### MOBILE HOMES

7000. **Purpose & Scope.** This chapter describes procedures and provides guidance for the movement of mobile homes within CONUS, between CONUS and Alaska, and within Alaska. This chapter applies to all mobile home shipments for DOD members in accordance with the JFTR.

7001. **Counseling for the Shipment of a Mobile Home.** In addition to the counseling discussed in Chapter 1, paragraph 1008.c., the PPSO shall stress the following when counseling a member on the shipment of a mobile home:

a. The movement of a mobile home over public highways shall comply with the requirements of state regulatory authorities and shipment of a mobile home may not be made until all required permits are secured by the carrier.

b. Most states have special regulations with respect to the speed and route of travel, time of day and week a mobile home may be moved, weather conditions, lighting, escorts, and so forth that may affect the carrier's total charges.

c. Most states allow mobile homes up to 80 feet long and up to 14 feet wide to move under permit procedures. (State size restrictions are provided in the Mobile Home Rate Solicitation. These are subject to change by various state permit issuing offices.)

d. The PPSO shall provide the member with a copy of the "Mobile Home Pamphlet for Military Members" and a DD Form 1800, Mobile Home Inspection Record (Figure 7-1), at the time of counseling. The PPSO shall advise the member of the allowable services in accordance with their entitlements and shall determine the services that the member desires the carrier to perform. The member shall be counseled that the premove requirements outlined in the pamphlet shall be completed at least 48 hours before the established pickup date. Upon completion, the member shall notify the PPSO when the mobile home is ready for inspection.

e. If premove requirements cannot be completed 48 hours before the established pickup date, the member shall notify the PPSO. The PPSO will immediately notify the carrier and establish a new pickup date based upon the estimated date premove requirements will be completed.

f. The member shall inform the PPSO at least 48 hours before the pickup date when wrecker service at origin will be required.

g. A mobile home will not be accepted for shipment if it fails to meet applicable federal and state regulations or is unsafe for highway movement.

h. All expenses incurred for repairs and services en route to destination (excluding tire repairs or replacement) that do not exceed \$150 shall be accomplished without the member's approval. The member may prescribe an amount greater than \$150 that the carrier may incur for repairs and services without first obtaining the member's approval. Unserviceable tires shall be repaired or replaced en route as necessary. Member approval for tire repair or replacement is not required and no dollar limit for such services may be set.

i. The carrier, in coordination with the member, is required to prepare the Inventory of Articles Shipped in House Trailer, DD Form 1412 (Figure 7-2). Both the mobile home and all articles shipped in the mobile home will be examined at both origin and destination and discrepancies will be noted on the Mobile Home Inspection Record (DD Form 1800) and the DD Form 1412.

#### 7002. Permits for the Movement of Mobile Homes.

a. Carriers approved by Headquarters, MTMC, for participation in DOD mobile home traffic are responsible for complying with all state laws, rules, and regulations, obtaining all necessary permits, and effecting whatever coordination is necessary to accomplish the movement safely. Permits for the movement of an oversized mobile home applied for by a commercial carrier and approved by a state issuing authority shall be accepted by the PPSO as evidence that movement in the state of issue is authorized.

b. When copies of the member's orders or other types of documentation are required by a state before the issuance of a permit, the origin PPSO shall provide assistance to the carrier as requested.

#### 7003. Carrier Approval for Participation in DOD Mobile Home Traffic.

a. To participate in the shipment of DOD-sponsored mobile homes, each carrier shall submit the following documents to Headquarters, MTMC, MTPP-CD:

(1) Signed Mobile Home Tender of Service (See Appendix E).

(2) Copy of Interstate Commerce Commission operating authority and/or state permit.

(3) Mobile Home Certificate of Cargo Liability Insurance (MT-HQ Form 57-R).

(4) Certification of Small, Small Disadvantaged and Women-Owned Small Business.

(5) Financial Statements.

b. Upon approval by Headquarters, MTMC, the carrier will be notified by letter. PPSOs are advised of approved carriers in the semiannual issue of the carrier approvals printout and by message updates.

7004. Rates.

a. One-Time-Only rates for the movement of privately-owned mobile homes are obtained through competitive solicitation using the Mobile Home One-Time-Only (MOTO) Program.

b. Only Headquarters, MTMC, will solicit and negotiate MOTO rates from the carrier industry. PPSOs are precluded from directly accepting or soliciting MOTO rates from carriers. Exception: Local moves may be excluded from provisions of this solicitation.

c. MTMC will issue a solicitation containing rules and regulations pertaining to the preparation and movement of mobile homes. MTPP-CD will furnish participating carriers with all the pertinent information for compiling an all-inclusive rate. The all-inclusive rate will include line-haul, tolls, surcharges, taxes, over-dimension charges, permits, anti-sway devices, escort services, transit axles with wheels and tires, temporary lights, household goods inventory, placement of the load, and requested origin and destination accessorial.

d. The following procedures are applicable for MOTO rates:

(1) Upon receipt of a request for the movement of a mobile home, the PPSO will provide MTPP-CD the information contained in the MOTO Message Request Format (Figure 7-3). The message address for MTMC is: CDR MTMC FALLS CHURCH VA //MTPP-CD//.

(a) During the initial counseling session, the member must specify which origin and destination services will be performed by the carrier, the type of trailer (including width, length, year, make, expando or doublewide), the number of axles with tires and the number of braking axles on the mobile home and any problems with the home or access to home site.

(b) MOTO requests should be made as soon as possible, but not less than 20 days prior to the pickup date. (Emergency requests will be handled as required.)

(2) MTPP-CD, upon receipt of the MOTO request, will solicit all-inclusive rates from all DOD-approved mobile home carriers.

(3) MTPP-CD will evaluate all competitive rate offers received from the carriers. The carrier that provides the services required by the member at the lowest overall cost will be awarded the shipment.

(4) MTPP-CD will provide PPSOs with information by message (Figure 7-4) to be used as authority for preparation of a Personal Property Government Bill of Lading (PPGBL). PPGBLs will be prepared in accordance with instructions in Chapter 11. Both the tender number and the rate must be shown in block 31 of the PPGBL.

(5) Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions (repairs, etc.) prevent pickup, MTPP-CD will be notified by the PPSO so action can be taken to extend the expiration date or resolicit the rate.

(6) MTPP-CD will furnish participating carriers with all the pertinent information for compiling a rate. The PPSO, upon request of the member, may authorize carrier to perform additional requirements not included in the MOTO rate, either by third party service or negotiated rate. Services performed must be listed on DD Form 1863 (Accessorial Services-Mobile Home (Figure 7-5)) and certified by PPSO or member and normally shown on PPGBL.

(7) Known requirements for origin/destination SIT will be provided by PPSO on the original MOTO message request to MTPP-CD; however, a carrier has the option to designate the storage site.

(8) PPSO will counsel member on the amount of excess costs, if any, after receiving the MOTO rate. PPSO must notify mobile home carrier on all cancellations of MOTO movements no later than 48 hours prior to pickup. A copy of the cancellation message will be forwarded to MTPP-CD. Cancellation must be made within 48 hours prior to pickup or carrier may bill for services ordered but not used.

**7005. Location of Carrier or Agent Facilities.** DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in mobile home traffic. The carrier shall be able to inspect each mobile home before movement and be responsive to the shipping requirements of the PPSO.

**7006. Carrier or Agent Facility Requirements.** A carrier may designate any storage facility to serve as its agent as long as the facility meets the minimum requirements below and is approved by the PPSO:

a. The area designated for storage shall be such as to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home.

b. The area shall be clean, free from contamination, infestation, waste material, and refuse.

c. The area shall have adequate fire protection and be accessible for routine inspection.

d. The area shall have a flat surface covered with adequate amounts of gravel, concrete, blacktop, or other surface (dependent upon the topographical surface) to support the mobile home.

e. The area may not be located in an area subject to flooding.

f. The area used for storage shall be in an enclosed area and have a locked gate.

g. The area shall have ample exterior lighting from dusk to dawn to provide visibility and preclude unauthorized entry.

h. The area shall be accessible and adequately secured during business and nonbusiness hours.

i. The area shall have adequate space to maneuver mobile homes within the confined storage area to preclude damage during placement and removal of mobile homes.

#### 7007. Carrier Selection and Traffic Distribution.

a. Equal Opportunity to Compete. All DOD-approved mobile home carriers wishing to participate in the MOTO program are advised by message of each solicitation. Carriers must possess appropriate operating authority to cover each shipment. A rate submission deadline is assigned for each shipment.

b. Establishment of RDDs.

(1) During the counseling session, the PPSO shall determine the member's requirements and establish a realistic RDD based upon those requirements. In establishing an RDD, the PPSO shall consider all matters affecting the member and the member's mobile home shipment, including, but not limited to, the following:

(a) The earliest date the member can release the mobile home for shipment.

(b) The member's required reporting date at the new duty station.

(c) Whether or not the member will be taking leave between duty assignments and, if so, for how long.

(d) The estimated time it will take the member to arrive in the area of the new duty station.

(e) Whether or not the member is being assigned to TDY between permanent duty assignments.

(f) The impact of state requirements and regulations upon the carrier's ability to move the particular mobile home at certain times of day or days of the week.

(g) The minimum transit time that governs the particular shipment (see Appendix E, paragraph 9).

(2) If, after establishment of the RDD and before the pickup of the shipment, the carrier or PPSO learns that the member's requirements have changed, the PPSO, with the approval of both the member and the carrier, may establish a new RDD.

c. Inspection Prior to Pickup. Mobile home carriers should physically (or telephonically) inspect each mobile home before pickup and shall secure all required state permits before movement. When a mobile home is not ready for pickup on the agreed date, the PPSO shall notify the carrier of the delay at least 48 hours prior to the date of pickup. A new pickup date shall be established based upon the estimated date the mobile home will be ready for movement, the member's requirements and the carrier's capability. Shipments must be tendered to carrier prior to expiration date (30 days from original solicitation pickup date). PPSO will advise MTPP-CD if shipment will not meet this timeframe.

#### 7008. Shipment Procedures.

##### a. Repairs and Services En Route to Destination.

(1) The carrier is authorized to incur expenses up to \$150 per shipment without the prior approval of the member for necessary repairs and services while en route to destination. Such repairs and services do not include expenses for tire repair or replacement.

(2) The member may authorize voluntarily in writing, on the reverse of the DD Form 1797 (Figure 1-1), any amount in excess of \$150 that the carrier may incur for repairs and services without first obtaining authorization from the member or the member's agent. The origin PPSO, based on the member's written authorization, then may authorize the carrier to incur expenses above the \$150 limit, but not to exceed the amount specified by the member. The amount specified by the member shall be annotated in the remarks blocks of both the PPGBL and DD Form 1863.

(3) Should the cost of repairs or services exceed the authorized limit and the member be locally available and have inspected the damage, the member, at the request of the carrier, may authorize in writing an expenditure that exceeds the stated limit. When the member makes such a decision at the request of the carrier, the carrier shall notify the origin PPSO of the member's decision, including the amount the member has authorized to be incurred for the repairs or services.

(4) Should the cost of repairs or services exceed the authorized limit and the member not be available to inspect the damage, the carrier shall contact the nearest PPSO. That PPSO shall coordinate with the origin PPSO and the member to determine whether the movement of the shipment should continue.

b. Payment for Repairs and Services.

(1) Any repairs or other services necessary for the movement of a mobile home from origin to destination for which there is to be a charge billed against the Government, shall be identified by the carrier on a DD Form 1863, supported by signed receipts for each repair or service provided. Detailed entries shall be itemized and supported with third-party invoices indicating costs for labor and material separately. Receipts for tires replaced en route shall show the serial number of the new tire purchased and the serial number of the tire it replaced. Replaced tires shall be turned over by the carrier to the member, the PPSO, or an agent of either. Serial numbers shall be verified and checked with the member's copy of the inventory (DD Form 1412) and the DD Form 1800.

(2) The member, member's agent, or destination PPSO shall verify that the services are described correctly and supported properly before signing the DD Form 1863.

(3) Billing instructions are contained in Chapter 5.

c. Volume Movements.

(1) A movement of five or more mobile homes from the same origin or commuting area to the same destination or commuting area shall be considered a volume move.

(2) The PPSO shall report each volume move by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the report shall be forwarded to the Headquarters, MTMC, ATTN: MTPP-CD, and a copy to the appropriate area command, the military service headquarters and the destination PPSO. The required mobile home report format is provided in Figure 7-6.

d. Inventory of Articles Shipped in House Trailer, DD Form 1412.

(1) Preparation Requirements. The carrier, in coordination with the member shall prepare an original and three copies of DD Form 1412 listing all articles of HHG to be shipped in the mobile home. Articles contained in closets, drawers and cupboards shall be identified by location and general description. It is unnecessary to list fixed or installed equipment on the inventory.

(2) Distribution. Distribution of the DD Form 1412 shall be as follows:



(a) The member shall receive one copy and the original and remaining two copies will be provided to the PPSO processing the member's application for shipment.

(b) If the PPSO processing the application for shipment is not responsible for procuring the transportation service, that PPSO shall attach the original and two copies of the DD Form 1412 to the DD Form 1299 (Figure 1-2) and forward those documents to the responsible PPSO.

(c) The PPSO responsible for procuring the transportation service shall give the original and two copies of the DD Form 1412 to the carrier at the same time the carrier is given the PPGBL.

(d) The carrier shall verify the quantities and condition of the listed items and sign each copy. The carrier shall retain the original copy for use by the member, member's agent, or PPSO at destination to verify the quantity and condition of the property. One of the signed copies shall be given to the origin PPSO, and the other shall be given to the member or the member's agent at origin.

e. Mobile Home Inspection Record, DD Form 1800. DD Form 1800 describes a mobile home's condition before and after shipment. The origin PPSO shall prepare a DD Form 1800 for each mobile home shipment and shall give that document to the carrier with the PPGBL. The carrier shall complete the origin portion of the form at the time of pickup. The destination portion shall be completed by the carrier at destination. Sections of the form are reserved for the origin and destination PPSOs when a visual inspection of the mobile home is made by the PPSO or the PPSO's authorized representative.

(1) Forms Supply. DD Form 1800 is available through normal publications distribution channels.

(2) Preparation by the Origin PPSO. Upon notification from the member or member's agent that all premove requirements have been completed, the PPSO shall prepare an original and five copies of DD Form 1800. The origin PPSO shall complete the following portions of the form:

- (a) Date.
- (b) Name of the carrier.
- (c) PPGBL number.
- (d) Member's name, SSN, and grade or rank.
- (e) Complete pickup address.
- (f) Complete destination address.

- (g) Origin shipping office and GBLOC.
- (h) Destination shipping office and GBLOC.
- (i) Make, model, and serial number of the mobile home.
- (j) Dimensions of the mobile home.
- (k) Origin PPSO inspection column, only when a visual inspection of the mobile home is made at origin.

(3) Carrier Entries. During the origin inspection, the carrier shall complete the origin carrier's column of the DD Form 1800 and shall note all exterior damage to the mobile home on the illustrations provided. Both the carrier and the member or the member's agent shall sign the form acknowledging the accuracy of its description of the mobile home's condition. At destination the carrier shall note any exterior damage not noted at origin. The carrier and the member or the member's agent shall sign the form at destination. If the member does not agree with the carrier's description of the mobile home's condition at origin or destination, the member shall list exceptions on the reverse of the form. Regardless of exceptions taken, the member shall sign the form.

(4) Distribution at Origin. After completing the applicable portion of the inspection form, the carrier shall make the following distribution:

- (a) Retain the original and three copies for use during the inspection at destination.
- (b) Provide one copy, which will be retained in an inspection suspense file, pending receipt of the destination inspection copy to the origin PPSO.
- (c) Provide one copy to the member or the member's agent.

(5) Distribution at Destination. The original and three copies of the DD Form 1800, which were retained by the carrier, shall be used to reinspect the mobile home at destination. The form shall also be used by the destination PPSO if an inspection is made. Upon completion of the inspection, the carrier shall make the following distribution:

- (a) Retain the original DD Form 1800.
- (b) Provide one copy to the member or the member's agent.
- (c) Provide two copies to the destination PPSO. The destination PPSO shall forward one copy, along with the completed Member's Report on Carrier Performance--Mobile Home, DD Form 1799 (Figure 7-7), to the origin PPSO. The origin PPSO shall use these documents to close out the shipment performance file.

f. Carrier Refusal for Shipment Due to Mobile Home Being Not Roadworthy.  
If the carrier's inspection or a Government inspector reveals a deficiency and renders the mobile home unsafe or unlawful for transportation, the origin PPSO shall be notified and will instruct the member to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the decision must be made by the PPSO and the member to either authorize payment for waiting time of the driver (and possibly an escort) while repairs/alterations/modifications are being completed or to terminate the GBL and pay an attempted pickup charge. If the driver elects to perform the necessary work, waiting time is not authorized; however, the member is responsible for furnishing the required materials and/or supplies to make the mobile home roadworthy. Under no circumstance may the PPSO release the mobile home for shipment until it is considered by both the carrier and the PPSO to be safe and practicable to move.

g. Use of Commercial Wrecker Service.

(1) The member shall inform the PPSO when wrecker service may be required at origin. The carrier shall inspect the ground leading to and under the mobile home to determine whether the mobile home may be moved safely. If ground conditions are such that the mobile home will be damaged by the carrier's equipment, the carrier shall contact the PPSO and request authorization to use commercial wrecker service.

(2) The PPSO shall consider all recommendations when determining whether wrecker service will be required.

(3) When it is determined that wrecker service is required, the PPSO shall authorize the carrier to make the necessary arrangements. The carrier shall bill the Government for the actual cost of service. The wrecker service invoice shall be attached according to billing instructions.

h. Loss and Damage Control.

(1) The member should ensure that the mobile home is prepared properly for shipment and in a transportable condition at the point of pickup. The DD Form 1800 shall be used to reflect the actual condition of the mobile home before shipment.

(2) The member shall examine the mobile home and all articles shipped in the mobile home upon delivery at destination. All discrepancies shall be noted on the DD Form 1412, the DD Form 1800, or the DD Form 1863, as appropriate. The member shall report loss or damage immediately to the destination PPSO, who shall provide instructions on claims procedures.

i. Transit Load Limitations.

(1) The design and construction of a mobile home only allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances, and built-in furniture, with a slight added margin for personal effects.

(2) In the movement of a mobile home, the manufacturer's recommended gross weight may not be exceeded. If the recommended gross weight is unknown, an allowance of 3 pounds per square foot of unused (open) floor area is permitted for the added weight of personal effects to be left in the mobile home during movement. For example, a maximum personal effects load of 216 pounds (72 square feet multiplied by 3 pounds) would be acceptable for a mobile home with an unused open floor area of 6 feet by 12 feet.

(3) If the mobile home exceeds the manufacturer's recommended gross weight, the member shall be advised to arrange for a separate shipment of excess items or to dispose of them by some other means.

j. Payment of Transportation and Accessorial Charges.

(1) The carrier shall submit public vouchers and supporting documents properly assembled, to the appropriate finance center, in accordance with billing instructions provided in Figure A-1, Appendix A.

(2) The carrier shall submit a DD Form 1863 itemizing all accessorial charges, together with the original copy of the PPGBL covering the shipment. The carrier shall attach original invoices, marked paid, for items listed on the DD Form 1863. All invoices submitted as supporting documents shall indicate costs for labor and material separately.

k. Termination of Mobile Home Shipment. A shipment will be terminated when appropriate and ordered by MTPP-CD, a PPSO, or other authorized Government representative in coordination with a PPSO as follows:

(1) The following will apply to a shipment terminated by the Government:

(a) Any charges for authorized services, performed to point of termination, will be paid in accordance with the submitted rate tender and/or a negotiated rate obtained by MTPP-CD.

(b) If shipment was delivered to or from SIT, then any SIT charges will be paid when required and authorized by the PPSO.

(c) A termination of service that requires the transfer of a mobile home from one carrier to another must be coordinated with MTPP-CD for a negotiated rate. The carriers involved in the transfer will each verify inventory and note any damages to the mobile home at time of transfer. The PPSO will issue a new PPGBL to the new carrier that cross references the PPGBL of the terminated carrier.

(2) Termination of service will normally be used in cases of:

- (a) Violation of Federal, State or Local laws.
- (b) Violation of Tender of Service.
- (c) Improper performance of service.
- (d) Cancellation of member's orders.

(3) When the carrier receives an order for termination, the carrier will locate the shipment, advise the PPSO or MTPP-CD, the location of the shipment and effect the required change in a documented manner. The PPSO will issue a PPGBL Correction Notice to show termination point and correct the applicable rate.

1. Waiver of MOTO Solicitation. On authorization by HQMTMC, PPSO may be delegated authority to procure services on an individual basis in order to avoid hardship to a service member or member's family. Upon approval from MTPP-CD, the PPSO must furnish backup data via message to include: member's name, date orders were issued, reason waiver was requested, origin and destination of move, carrier awarded move (SCAC), tender number, and rate.

m. Third Party Services. When requested and approved by the PPSO, the carrier will engage third party for performance of special services not included in the MOTO rate. Carrier will advance payment and submit valid receipts for such charges, indicating costs for labor and materials separately when presented to the appropriate finance center for payment. If the carrier engages third party service for performance of services included in the MOTO solicitation, the carrier will be responsible for payment of such services without additional reimbursement from the Government. The carrier will be responsible for the services and conduct of the third party. If federal, state or local laws require performance of a service with a special license or permit, third party billing will be authorized. A copy of the license or permit must be included with billing. Carrier must ensure that third party billing does not duplicate any existing charges previously included in the MOTO rate.

7009. SIT.

a. Authorization for SIT. SIT shall be used only when authorized by the origin or destination PPSO and so noted on the PPGBL or DD Form 1863. The PPSO authorizing SIT shall notify the member and the other PPSO of the action. The PPSO authorizing the use of SIT may not specify the name or location of the carrier's facility used on the PPGBL. The location of the SIT facility shall be at the discretion of the carrier, but shall be so located to afford timely delivery to destination and shall be approved for use by an PPSO.

b. Prevention of Unnecessary SIT. The PPSO shall prevent unnecessary use of SIT by maintaining a close liaison with installation personnel assignment officers and housing officers. Close coordination between the origin and destination PPSOs regarding the member's status and mobile home shipment will help prevent the unnecessary use of SIT. The destination PPSO shall establish a file for inbound personnel, including such information as duty and home telephone numbers, the member's temporary address, and the name and telephone number of a local contact if the member cannot be located when the mobile home arrives.

c. Procedures for SIT En Route. If an approved SIT facility is not available at origin or destination, the PPSO shall coordinate efforts with the carrier to use an approved SIT facility along the proposed route of movement. Refer to the PPCIG for a listing of approved SIT facilities. The PPSO originating the shipment shall serve as the point of contact with the carrier until the shipment arrives in the destination PPSO's area of responsibility.

d. Procedures at Destination. When the carrier notifies the destination PPSO of the mobile home's arrival for delivery, the PPSO shall attempt to contact the member or member's agent at the designated point of contact before authorizing SIT. If the member or the member's agent cannot be contacted to effect delivery of the mobile home, the destination PPSO shall issue a SIT control number or authorization to the carrier. The SIT location, the SIT control number, and the date the shipment is placed in SIT shall be entered on the DD Form 1863.

e. Withdrawal of HHG from SIT Facility. Members may withdraw HHG from the mobile home while it is in SIT provided coordination is accomplished with the PPSO. However, movement of the HHG withdrawn shall be accomplished by the member at no expense to the Government.

f. Delivery Out of SIT. When ready to accept the shipment, the member shall contact the destination PPSO and request delivery to the designated location on an agreed date. The destination PPSO shall contact the carrier that placed the mobile home in SIT for delivery to destination. The PPSO shall record the date SIT was terminated and complete the SIT block of the DD Form 1863.

7010. Shipment to and Within Alaska.

a. Mobile Home Problems in Alaska.

(1) Mobile homes constructed with sufficient insulation to afford protection from the cold in CONUS may be insufficient during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees or lower. The member shall be advised of the strict construction standards that apply on mobile homes entering the State of Alaska. Members applying for shipment shall produce a document indicating the mobile home complies with the State of Alaska specifications. Information concerning Alaska standards can be obtained from the State of Alaska, Department of Commerce, Weights and Measures, 2263 Spenard Road, Anchorage, AK 99503.

(2) Due to the limited use of mobile homes in Alaska, rental space is often scarce or unavailable. Accordingly, the origin PPSO shall ensure that the member has a space reservation at a commercial mobile home park or has obtained private property space before authorizing shipment of mobile home.

b. Shipment from CONUS to Alaska.

(1) On shipments from CONUS to Alaska, the origin PPSO shall obtain an export release from the Western Area MTMC, before tendering the shipment to a carrier. The origin PPSO shall develop and assemble all information essential to the preparation of the export release request as early as possible and transmit the request promptly in the format prescribed in Chapter 202, AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCOP4600.14/A/DSAR 4500.3.

(2) Consignment Instructions. Shipments of mobile homes from CONUS to Alaska shall be consigned in accordance with the PPCIG.

c. Shipments Within Alaska. Intrastate mobile home shipments in Alaska shall be governed by the same procedures applicable to CONUS movements and in accordance with specific state regulatory agencies.

7011. Quality Control.

a. General.

(1) To provide high-quality service in the transportation of mobile homes, it is essential that a carrier, in accepting a DOD-sponsored mobile home shipment, take all necessary precautions to ensure the safe and timely arrival of the mobile home at destination.

(2) Both the PPSO and the carrier shall consider the satisfaction of the member as a gauge of the quality of service. In this regard, the quality control measures prescribed in this subsection are intended to assist the PPSO in ensuring that high-quality service is provided consistently to the member.

b. Inspections. Each PPSO or authorized representative shall inspect all mobile home shipments that originate or terminate in the local area (commuting area). The PPSO shall inspect as many mobile home shipments as possible originating and terminating outside the local area but within the PPSO's area of responsibility.

c. Member's Report on Carrier Performance - Mobile Homes, DD Form 1799.

(1) Purpose. DD Form 1799, completed by the member or the member's agent, shall be used by the origin PPSO in the overall evaluation of carrier performance.

(2) Preparation. The destination PPSO shall prepare an original and one copy of the DD Form 1799 for each shipment. The form shall be completed by the member and returned to the destination PPSO. Before providing the DD Form 1799 to the member, the destination PPSO shall complete the following portions of the form:

(a) Date.

(b) Name of the carrier.

(c) PPGBL number.

(d) Member's full name and rank or grade.

(e) Complete pickup address, indicating whether the shipment is from a mobile home park or from storage.

(f) Responsible origin installation.

(g) Responsible destination installation.

(3) Distribution. The destination PPSO shall distribute the DD Form 1799 in the following manner:

(a) The original copy shall be provided to the member or the member's agent. The form shall either be delivered by the PPSO or the PPSO's designated representative during the destination inspection (if one is made) or shall be mailed to the member within 5 working days of the delivery. The member shall be instructed to return the form to the destination PPSO within 10 working days. Since the DD Form 1799 is designed as a "franked" postcard, a stamp is not required for mailing.

(b) One copy shall be retained in a suspense file by the destination PPSO, pending receipt of the completed form from the member. If the completed DD Form 1799 is not received within 15 working days from the date given or mailed to the member, the PPSO shall contact the member by telephone or mail to request return of the form or to obtain information if the member has lost the form.



(c) The original, or the suspense copy if the information was taken telephone or contact with the member could not be established, shall be mailed to the origin PPSO along with the completed DD Form 1800. The origin PPSO shall use both documents in evaluating carrier performance and shall retain them in the carrier's performance file.

7012. Carrier Performance.

a. The Tender of Service for mobile homes is an agreement between a carrier and the Department of Defense establishing requirements and standards of service for a carrier when moving a DOD-sponsored mobile home shipment. The performance of carriers and carriers' agents shall be monitored closely by the PPSO to ensure compliance with the Tender of Service.

b. Carrier Performance Files.

(1) Each origin PPSO shall establish a carrier performance file for each mobile home carrier qualified to serve the installation's area of responsibility. The file shall contain all pertinent data relating to the carrier's performance, including, but not limited to, the following:

- (a) The carrier's LOI.
- (b) Origin and destination copies of DD Forms 1800 for each shipment made by the carrier.
- (c) Member reports on carrier performance.
- (d) Records of investigation of complaints made against the carrier.
- (e) Commendations regarding the carrier's performance.
- (f) Carrier's notifications of failure to meet the RDD and explanations therefor.
- (g) Copies of warning or suspension letters forwarded to the carrier and the carrier's replies to such letters.
- (h) Copies of recommendations for disqualification.
- (i) Copies of communications with MTMC area commands or the Headquarters, MTMC, relating to the carrier's performance.

(2) The PPSO shall evaluate quarterly each carrier's performance, or more often if deemed necessary, based on the information contained in the carrier performance file. When this evaluation reveals a history of unsatisfactory performance, the PPSO shall take steps to suspend the carrier or recommend disqualification action to Headquarters, MTMC.

c. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the Tender of Service, rules and regulations of applicable rate tariffs or tenders, or legal requirements, or commits unethical acts, the PPSO shall take action to warn or suspend the carrier or to recommend to Headquarters, MTMC, the carrier's disqualification. Prior to initiating a suspension, however, the PPSO should consider the quality of the carrier's past performance, the number and severity of warnings previously issued to the carrier, and whatever actions the carrier may have taken to correct deficiencies. Except when a carrier must be suspended immediately for flagrant violations, a suspension shall be imposed by the PPSO only after a warning has been issued for the same type of violation.

7013. Letter of Warning (DD Form 1814), (Figure 2-9).

a. General.

(1) The DD Form 1814 shall be used by the PPSO as a letter of warning to carriers for unsatisfactory performance. DD Form 1814 shall be used for those violations the PPSO considers to be insufficient cause for suspension.

(2) The letter of warning shall cite the applicable Tender of Service paragraph numbers and identify the mobile home shipment(s) involved.

b. Distribution. The origin transportation officer shall distribute the DD Form 1814 as follows:

(1) The original copy shall be forwarded to the home office of the carrier.

(2) The first copy shall be placed in the carrier's performance file maintained by the origin PPSO.

(3) The second copy shall be forwarded to the destination PPSO and placed in the carrier's performance file.

c. Letter of Warning Appeals.

(1) The carrier shall be afforded an opportunity to appeal a letter of warning. The appeal shall address only the facts stated in the letter of warning and shall cite acts or conditions beyond the carrier's control as evidence of why the letter of warning is not appropriate. The appeal shall be forwarded by the carrier to reach the PPSO not more than 10 working days from the date the letter of warning is received.

(2) The PPSO shall evaluate the information submitted by the carrier and, based upon that evaluation, either accept or reject the carrier's appeal. Repeated instances of equipment breakdown and driver illness will not be

considered valid justifications for an appeal. The PPSO shall notify the carrier of the acceptance or rejection of the appeal within 10 working days of the date the appeal is received by the PPSO.

(3) The PPSO shall make every effort to resolve appeals at the local level. When an appeal cannot be resolved by the PPSO, the case shall be properly documented and forwarded to the appropriate MTMC area command for resolution. Should either the carrier or the PPSO disagree with the decision of the MTMC area command, the appeal shall be forwarded to Headquarters, MTMC, for resolution.

(4) When a carrier's appeal is accepted by the PPSO or upheld by Headquarters, MTMC, the PPSO shall issue immediately a Cancellation of Warning, also provided for on DD Form 1814. Distribution of a DD Form 1814 for cancellation of warning shall be the same as that for a letter of warning.

#### 7014. Suspensions.

##### a. General.

(1) The PPSO shall issue a suspension when a carrier or carrier's agent fails to take positive action to correct deficiencies cited in letters of warning on previous shipments or the violations are such that the PPSO deems it appropriate. A suspension shall remain in effect until the carrier provides satisfactory and acceptable evidence that all discrepancies have been corrected.

(2) An immediate suspension shall be issued for the following violations, including but not limited to:

(a) Carrier personnel or authorized representatives being under the influence of, or using, alcohol or unlawful drugs at the member's residence.

(b) Carrier personnel or authorized representatives using abusive language, actions, or immoral conduct in the member's presence or within the member's residence.

(c) Evidence of fraud on the part of the carrier's personnel or authorized representatives.

(d) Evidence of deliberate damage to the member's possessions.

(3) The PPSO may not impose an additional suspension for the same type of violation on a subsequent shipment if the pickup date of the subsequent shipment is before the date of the original suspension.

b. Suspension Procedures. The origin PPSO shall use the DD Form 1814 to inform a carrier of a suspension action. DD Form 1814 shall state the name of the member, the PPGBL number applicable to the shipment, the effective date of the suspension, and the period of the suspension. The specific Tender of Service violations that resulted in the suspension shall be identified by paragraph number and fully explained, if necessary.

c. Distribution. The PPSO shall prepare an original and two copies of the DD Form 1814 for distribution as follows:

(1) The original shall be forwarded by certified mail, return receipt requested, to the home office of the carrier.

(2) The first copy shall be placed in the carrier's performance file maintained by the origin PPSO.

d. Suspension Appeals.

(1) The carrier shall be afforded an opportunity to appeal a suspension within 30 days from the date of suspension. The appeal shall address only the facts stated in the letter of suspension and shall cite acts or conditions beyond the carrier's control as evidence of why the suspension is not appropriate.

(2) The PPSO shall evaluate the information submitted by the carrier and, based upon that evaluation, either accept or reject the carrier's appeal. The PPSO shall notify the carrier of the acceptance or rejection of the appeal within 10 working days of the date the appeal is received.

(3) The PPSO shall make every effort to resolve appeals at the local level. When an appeal cannot be resolved by the PPSO, the case shall be documented properly and forwarded to the appropriate MTMC area command for resolution. Should either the carrier or the PPSO disagree with the decision of the MTMC area command, the appeal shall be submitted to the Headquarters, MTMC, for resolution.

(4) When a carrier's appeal is accepted by the PPSO or upheld by Headquarters, MTMC, the PPSO shall issue immediately a letter of retraction to the carrier and forward a copy of the retraction letter to Headquarters, MTMC, ATTN: MTPP-Q.

e. Reinstatement.

(1) At the time of reinstatement, the PPSO shall prepare an original and one copy of the DD Form 1814 for distribution as follows:

(a) The original shall be forwarded to the home office of the carrier.

(b) The copy shall be placed in the carrier's performance file maintained by the origin PPSO.

(2) Following reinstatement, a carrier that incurs a second suspension within 180 days following imposition of a previous suspension will remain suspended in accordance with paragraph 7014. The previous suspension refers to those suspensions which have either not been appealed or those in which the appeal was denied. Reinstatement from the second suspension shall be in accordance with paragraph 7014.e.(1).

(3) A carrier that incurs a third suspension within 180 days of the imposition of a first suspension will be suspended as outlined above. At the time of suspension, a recommendation for disqualification shall be submitted to the appropriate MTMC area command for disposition.

#### 7015. Disqualification.

##### a. Recommendation for Disqualification.

(1) When a carrier's overall performance clearly indicates inability or unwillingness to meet the standards of service specified in the Tender of Service, the carrier shall be advised by certified mail, return receipt requested, of the PPSO's intention to recommend the carrier's disqualification to the Headquarters, MTMC. The letter shall contain a clear explanation of the reasons the PPSO feels this action is warranted and shall allow the carrier 20 working days in which to reply.

(2) Upon receipt of the carrier's reply or expiration of the time limit for the carrier to submit a reply, the PPSO shall reevaluate the case, taking into account any additional facts presented by the carrier. If through reevaluation, the decision is that disqualification is the appropriate course of action to be taken, the PPSO shall prepare a fully documented case with a recommendation for disqualification and forward it to Headquarters, MTMC, ATTN: MTPP-Q. Documentation in support of a disqualification shall include information on all deficiencies noted in the carrier's performance for the past calendar year. A copy of the letter and all supporting documentation shall be provided to the appropriate MTMC area command. The PPSO's recommendation shall include, as a minimum, the PPSO's letter advising the carrier of the proposed disqualification, the carrier's reply, and copies of previous letters to the carrier (together with the carrier's replies to those documents) that advised of substandard performance.

(3) Traffic may not be awarded to a carrier after a recommendation for disqualification has been submitted to Headquarters, MTMC, or upon receipt of notice from Headquarters, MTMC, that disqualification is pending.

b. Disqualification.

(1) Action to disqualify a carrier shall be taken only by Headquarters, MTMC. Such action will be initiated by Headquarters, MTMC, either independently or upon a recommendation received from an PPSO or an MTMC area command. The disqualification may be imposed by Headquarters, MTMC, for a definite or an indefinite period of time and may be either areawide or nationwide.

(2) Headquarters, MTMC, shall send a letter of disqualification to the home office of the carrier by certified mail, return receipt requested. A copy of the letter shall be sent to the appropriate MTMC area command. All PPSOs affected by the disqualification shall be notified of the disqualification by Headquarters, MTMC.

c. Disqualification Appeals.

(1) The carrier shall be afforded an opportunity to appeal a disqualification action. The appeal shall address the facts relating to violations for which the carrier was disqualified and shall cite acts or conditions beyond the carrier's control as evidence of why the disqualification is not appropriate.

(2) Headquarters, MTMC, shall evaluate the information submitted by the carrier and, based upon that evaluation, either grant or deny the carrier's appeal.

d. Carrier Reinstatement at the End of a Disqualification Period.

(1) At the expiration of a disqualification period, the carrier may request requalification from Headquarters, MTMC. The carrier shall provide evidence that actions have been taken to correct the deficiencies that had resulted in the disqualification. Headquarters, MTMC, shall determine whether requalification action is appropriate or whether the disqualification period should be extended.

(2) When Headquarters, MTMC, approves the carrier's request for requalification, the carrier shall be so notified by letter. Copies of the requalification letter shall be provided to the appropriate MTMC area commander and all affected PPSOs.

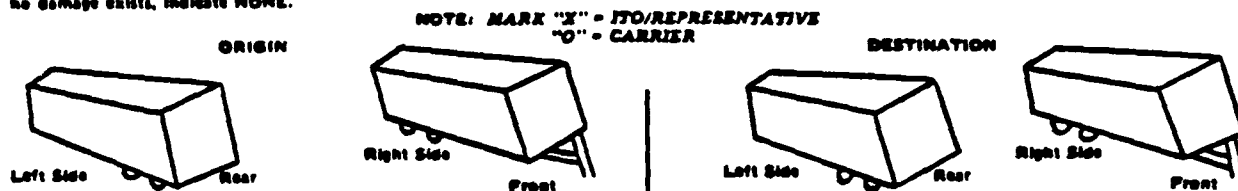
MOBILE HOME INSPECTION RECORD				DATE		REPORTS CONTROL SYMBOL MTNC-166			
PRIVACY ACT OF 1974 - AUTHORITY: Title 37 USC, SEC 406 and 5 USC, SEC 5726. PRINCIPAL PURPOSE(S): For recording destination mapping of Mobile Homes by the Installation Transportation Officer or his representative. ROUTINE USES: (A) Provide the origin ITO with the information contained in form plus detailed explanation of any violations of the carrier's tender of service. (B) Evaluating carrier performance and used as a supporting document for unsatisfactory performance.									
<b>PART I - SHIPMENT IDENTIFICATION</b>									
1a. NAME OF CARRIER			b. SCAC		c. CARRIER FREIGHT BILL NO. (To be completed by carrier at origin.)		d. GOVT BILL OF LADING NO.		
2a. NAME OF MEMBER			b. SOCIAL SECURITY NUMBER				c. RANK/PAY GRADE		
3a. ORIGIN SHIPPING OFFICE			b. GBLOC NO.		4a. DESTINATION SHIPPING OFFICE			b. GBLOC NO.	
e. ORIGIN ADDRESS (Include city, state and zip code.)					f. DESTINATION ADDRESS (Include city, state and zip code.)				
<b>PART II - SPECIFICATIONS</b>									
5a. MOBILE HOME (Make)				7. TIRES (To be completed by the carrier at origin.)					
				SIZE		PLY RATING		MFR SERIAL NO.	
				LEFT 1					
b. MODEL				5. DIMENSIONS (Actual) FEET & INCHES    EXPANDO		LEFT 2			
						LEFT 3			
c. SERIAL NUMBER				Height		LEFT 4			
						RIGHT 1			
Length						RIGHT 2			
						RIGHT 3			
Width						RIGHT 4			
*CONDITION: G - GOOD, F - FAIR, P - POOR									
<b>PART III - INSPECTION</b>									
8. ORIGIN INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at origin by the Carrier or the ITO. DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at destination by the Carrier or the ITO.						ORIGIN		DESTINATION	
						CARRIER    ITO		CARRIER    ITO	
						YES	NO	YES	NO
1. Was the Mobile Home unlocked?									
2. Do springs have adequate/mormal push?									
3. Is there a minimum 3-inch clearance over each tire?									
4. Does Mobile Home appear to be overloaded?									
5. Do structural members, including A-Frame, appear sound - no damage?									
6. Are all visible frame to body attachments/bolt connections in place and unbroken?									
7. Does exterior paneling/trimming appear to be tight and secure?									
8. Are brake and clearance lights and turn signals operable at time of hook up?									
9. Does member acknowledge that wheel bearings have been packed within the last 90 days?									
10. Is Mobile Home equipped with operable brakes at time of hook up?									
11. Are wheel fogs tight?									
12. Does member acknowledge that plumbing has been drained and protected from freezing?									
13. Does member acknowledge that all appliances/utilities have been serviced?									
14. Have attached items been detached and stored inside (TV antenna, air conditioner, etc.)?									
15. Are all fixtures which cannot be removed anchored securely?									
16. Have all utilities been disconnected and secured?									
17. Does member acknowledge that all prohibited items have been removed?									
18. Does member acknowledge that all loose items/necessaries in closets/cabinets have been properly packed and secured?									
19. Have loose furniture and heavy moveable items been secured above and forward of axles?									
20. Are drawers, cabinets, and sliding doors secured or latched?									
21. Are mirrors, windows and other glass areas (X) taped?									
22. Is Mobile Home equipped with valid license or permit?									
23. Are interior contents properly inventoried and inventory provided to carrier?									
24. Does the Mobile Home meet the transportation safety standards of destination and intermediate states?									
25. Do exterior doors lock? Have keys been given to carrier?									

DD FORM 1800  
23 FEB

EDITION OF 1 MAR 71 IS OBSOLETE

(figure 7-1)

9. **GENERAL CONDITION.** Record degree and precise location of any apparent damage at origin or destination to the Mobile Home equipment (fixed or installed), including interior and exterior surface such as dented panels, loose or missing trim, broken windows, scratched or marred surfaces, etc. **USE DIAGRAM TO ILLUSTRATE DAMAGES.** Use the illustrated codes to indicate origin/destination damage and who performed inspection. If no damage exists, indicate NONE.



10. **REPORT OF DAMAGES INDICATED.** (Condition of Mobile Home and fixtures at "ORIGIN" and "DESTINATION" is as described above.)

ORIGIN ITO/INSPECTION (If applicable, "Type" or "Print")		DESTINATION ITO/INSPECTION (If applicable, "Type" or "Print")	
ORIGIN ITO/REPRESENTATIVE (Signature)	DATE	DESTINATION ITO/REPRESENTATIVE (Signature)	DATE
ORIGIN CARRIER REPRESENTATIVE (Signature)	DATE	DESTINATION CARRIER REPRESENTATIVE (Signature)	DATE
ORIGIN MEMBER/AGENT (Signature)	DATE	DESTINATION MEMBER/AGENT (Signature)	TIME (Of delivery)      DATE

(figure 7-1, cont'd)



INVENTORY OF ARTICLES SHIPPED IN HOUSE TRAILER						Page of Pages	
CARRIER		CARRIER'S REFERENCE NO		OWNER'S GRADE OR RATING AND NAME			
		CBL NO					
ORIGIN LOADING ADDRESS (City and State)				DESTINATION (City and State)			
SYMBOLS						LOCATION	
EXCEPTION (The omission of these symbols indicates good condition except for normal wear.)							
DE - dent BR - broken BU - burned CM - cracked	CU - contents and condition unknown D - dented F - faded G - gouged	L - loose M - missing SW - swollen WD - weakened	CP - cracked by carrier PD - painted by owner R - rubbed	RU - rusted SC - scratched SS - short SD - soiled	T - torn W - badly worn Z - painted	1. top 2. bottom 3. center 4. front 5. left 6. top 7. rear 8. right 9. side 10. end 11. corner 12. deep	
ITEM NO.	ARTICLES	CON- DITION AT ORIGIN	EXCEP- TION AT DEST. (if any)	ITEM NO.	ARTICLES	CON- DITION AT ORIGIN	EXCEP- TION AT DEST. (if any)
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
0				0			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
0				0			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
0				0			
REMARKS/EXCEPTIONS (Include item numbers.)							
"We have checked all the items listed and numbered 1 to _____ inclusive and acknowledge that this is a true and complete list of the goods tendered and of the state of the goods received."							
ORIGIN				DESTINATION			
SIGNATURE (Carrier (Driver))		DATE		SIGNATURE (Owner (Driver))		DATE	
SIGNATURE (Owner or authorized agent)		DATE		SIGNATURE (Owner or authorized agent)		DATE	

DD FORM 1 JUL 74 1412

EDITION OF 1 JAN 63 WILL BE USED UNTIL EXHAUSTED.  
U. S. GOVERNMENT PRINTING OFFICE: 1970-000-000-0700

(figure 7-2)

**MOTO MESSAGE REQUEST FORMAT**

**FROM: (PPSO)**

**TO: CDR MTMC FALLS CHURCH VA //MTPP-CD//**

**UNCLAS**

**SUBJECT: REQUEST FOR MOBILE HOME ONE-TIME-ONLY (MOTC) RATE**

1. MEMBER'S NAME/RANK.
2. PICKUP POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, TRAILER PARK, COUNTY/PARISH, CITY, AND STATE).
3. DESTINATION POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, TRAILER PARK, COUNTY/PARISH, CITY, AND STATE).
4. PICK UP DATE.
5. REQUIRED DELIVERY DATE.
6. SERVICE TO BE PERFORMED BY CARRIER (USE SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I.E., WRECKER SERVICE, ETC.).
7. REQUIREMENT AND LOCATION OF SIT.
8. SIZE OF TRAILER (WIDTH, LENGTH, MAKE, MODEL, IF EXPANDO OR DOUBLE WIDE, AND MANUFACTURE'S WEIGHT).
9. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE TRAILER.
10. PICKUP CONDITIONS AT ORIGIN SITE.
11. ORIGIN GBLOC.
12. DESTINATION GBLOC.
13. PPSO POC (INCLUDING NAME AND TELEPHONE NUMBER (AUTOVON AND COMMERCIAL))

**(figure 7-3)**

**MOTO AWARD MESSAGE FORMAT**

**FROM: CDR MTMC FALLS CHURCH VA //MTPP-CD//**

**TO: ORIGIN PPSO**

**UNCLAS**

**SUBJECT: MOBILE HOME ONE-TIME-ONLY (MOTO) SHIPMENT AWARD**

- 1. MTMC RATE SOLICITATION NUMBER.**
- 2. MEMBER'S NAME AND RANK.**
- 3. CARRIER'S NAME AND SCAC.**
- 4. CARRIER'S TENDER NUMBER AND EFFECTIVE DATE.**
- 5. ALL-INCLUSIVE RATE.**
- 6. SERVICES SOLICITED BY MTMC.**

**(figure 7-4)**

<b>ACCESSORIAL SERVICES - MOBILE HOME</b>				Form Approved GSA No. 8704-0056 Exp. Date: May 31, 1968	
<b>PART A - IDENTIFICATION OF SHIPMENT</b>			<b>PART B - ACCESSORIAL SERVICES PROVIDED</b> (Carrier will enter complete information or "0")		
<b>1. ORDERING ACTIVITY/INSTALLATION</b>			<b>DESCRIPTION</b> <small>a.</small>	<b>UNIT PRICE</b> <small>b.</small>	<b>CHARGE</b> <small>c.</small>
<small>a. NAME</small>			1. ANTI-SWAY		
<small>b. ADDRESS</small>			2. ESCORT SERVICE		
<b>2. OWNER</b>			3. SPECIAL EQUIPMENT		
<small>a. NAME (If not, give address)</small>			4. LIGHT HARNES		
<small>b. BUSINESS</small>			5. UNDERCARRIAGE		
<small>c. ZIP</small>			6. WHEEL-BEARING		
<b>3. MOBILE HOME DESCRIPTION</b>			7. HITCH		
<small>a. MAKE</small>			8. AXLES		
<small>b. YEAR</small>			9. UNBLOCK		
<small>c. YEAR</small>			10. BLOCK		
<b>4. BILL OF LADING NO.</b>			11. PACK		
<b>5. DATE OF SHIPMENT</b>			12. UNPACK		
<b>6. ORIGIN OF SHIPMENT</b>			13. UNANCHORING		
<b>7. DESTINATION OF SHIPMENT</b>			14. ANCHORING		
<b>PART C - CERTIFICATE OF CARRIER</b>			15. EXPANDO-REMOVE		
<b>1. This carrier furnished materials/performed services, as indicated hereon (X as appropriate)</b>			16. EXPANDO-INSTALL		
<input type="checkbox"/> <small>a. AT ORIGIN</small>	<input type="checkbox"/> <small>b. AT DESTINATION</small>	<input type="checkbox"/> <small>c. OTHER</small>	17. LABOR CHARGE		
<b>2. CARRIER NAME</b>			18. UTILITIES-DISCONNECT		
<b>3. AGENT NAME</b>			19. UTILITIES-CONNECT		
<b>4. CARRIER REPRESENTATIVE</b>			20. UNSKIRTING		
<small>a. SIGNATURE</small>			21. SKIRTING		
<small>b. DATE SIGNED</small>			22. DOUBLE WIDE-SEPARATE		
<small>c. TITLE</small>			23. DOUBLE WIDE-PREPARE		
<b>PART D - STATEMENT OF OWNER/MILITARY INSPECTOR/TRANSPORTATION OFFICER(S)</b> (Do not sign until carrier has completed "Description/Unit Price/Charge" Columns)			24. WAITING		
<b>1. SIGNATURE</b>			25. TIRE-REPAIR		
<b>2. DATE SIGNED</b>			26. TIRE-REPLACE		
<b>3. TITLE</b>			27. OTHER		
<b>PART E - STORAGE - IN - TRANSIT</b> (Carrier will enter complete information or "NONE")			28. TOTAL		
<b>1. STORED AT (City and State)</b>			<b>29. CARRIER SIGNATURE</b>		
<b>2. SIT NUMBER</b>			<b>30. REMARKS (If more space is required, continue on reverse)</b>		
<b>3. DATE IN</b>					
<b>4. DATE OUT</b>					
<b>5. NUMBER OF DAYS</b>					
<b>6. TRANSPORTATION OFFICER'S SIGNATURE</b>					

DD Form 1863, DEC 65

Effective June 1, 1965, all previous editions of this form are obsolete.

(figure 7-5)

3.38. REMARKS (Continued)

**PART F**

**1. CONSIGNEE'S STATEMENT OF DELIVERY** (Consignee must not pay any charges on this shipment)

I have this date received the property described in bill of lading number as indicated on reverse hereof, in apparent good order and condition except as noted in 2 below.

a. DATE OF DELIVERY	b. NAME OF TRANSPORTATION COMPANY	c. ACTUAL POINT OF DELIVERY ADDRESS (Street, City, State and Zip Code)
d. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT		

**2. CONSIGNEE'S REPORT OF LOSS AND/OR DAMAGE**

Notice is hereby given the carrier to whom this Accessorial Services-Mobile-Home form is surrendered that the shipment was received in condition shown below and that claim will be made for the value of such loss and/or damage, as indicated.

Explanation regarding loss and/or damage, to be made by consignee, who will state all the facts available concerning the nature or extent of the loss and/or damage and how it occurred.

The shipment was received with the following loss and/or damage:

**e. DESCRIPTION**

**d. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT**

**c. DATE SIGNED**

DD Form 1863 Reverse, DEC 85

(figure 7-5, cont'd)

**MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT**

The following message format will be utilized to request volume move rates for mobile homes:

FROM: PPSO

TO: CDR MTMC FALLS CHURCH VA //MTPP-CD//

UNCLAS

SUBJECT: MOBILE HOME VOLUME MOVEMENT REQUEST

1. ORIGIN (CITY/STATE).
2. DESTINATION (CITY/STATE).
3. ORIGIN PPSO (INCLUDING GBLOC).
4. DESTINATION PPSO (INCLUDING GBLOC).
5. NUMBER OF SHIPMENTS (GROUPED TOGETHER BY SIZE WITH THE FOLLOWING INFORMATION INCLUDED FOR EACH MOBILE HOME).
  - A. SIZE OF TRAILER (LENGTH, WIDTH, YEAR, MAKE, MODEL, IF EXPANDO OR DOUBLEWIDE, MANUFACTURERS WEIGHT).
  - B. NUMBER OF AXLES WITH TIRES AND NUMBER OF BRAKING AXLES ON TRAILER.
  - C. SERVICES TO BE PERFORMED BY CARRIER (USE MOBILE HOME SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I. E., WRECKER SERVICE, CRANE ETC.).
6. EFFECTIVE PERIOD OF TIME FOR MOVEMENT OF SHIPMENTS.
7. ESTIMATED NUMBER OF SHIPMENTS TO BE TENDERED DAILY OR ACCORDING TO OTHER KNOWN SCHEDULE.
8. INELIGIBLE MOBILE HOME CARRIERS, IF APPLICABLE.
9. SIT REQUIREMENTS, IF ANY.
10. PPSO POC (INCLUDE NAME AND PHONE NUMBER (AUTOVON/COMMERCIAL)).

(figure 7-6)



**IMPORTANT**

**MEMBER REPORT ON CARRIER PERFORMANCE -  
MOBILE HOME** - Transportation office at **SHIPMENT  
DESTINATION** is to furnish this evaluation form to  
the Customer within five days of mobile home delivery.  
It may be provided by the Government Inspector if an  
inspection of delivery is made - or mailed by separate  
envelope to the Customer at his delivery address. The  
Destination Transportation Office should complete the  
name and mailing address on the form below, as well  
as the indicated portions on the reverse side, **PRIOR  
TO** giving it to the Customer for evaluation of carrier  
service.

*FOLD ALONG THIS LINE*

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE  
USE \$300



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



POSTAGE WILL BE PAID BY DEPARTMENT OF ARMY



(figure 7-7, cont'd)



## CHAPTER 8

### TRANSPORTATION OF PRIVATELY-OWNED VEHICLES

8000. **Purpose and Scope.** This chapter prescribes procedures and provides guidance for the transoceanic shipment, by surface means only, of members' POVs. This chapter applies to all POV shipments for members entitled to have a POV shipped at Government expense in accordance with the JFTR (reference (g)) and appropriate regulations of the military services. These provisions apply to the shipment of POVs to, from, and between overseas areas or countries. Information regarding restrictions can be found in the appropriate regulations of the military services and the PPCIG.

#### 8001. Responsibilities.

a. Government Responsibility. The Government's responsibility begins once the POV is accepted at a vehicle processing point and continues until it is accepted by the member or the member's agent at the destination terminal or receiving vehicle processing center, or upon delivery to a commercial storage facility pending pickup by the member.

b. PPSO Responsibilities. In addition to applicable requirements for counseling, which are discussed in Chapter 1, shall stress the following:

- (1) POV entry requirements and restrictions as shown in the PPCIG.
- (2) Member's responsibilities in preparing the POV for shipment, as specified in paragraph 8005 below.
- (3) Documentation the member is required to provide when turning-in the POV for shipment.
- (4) Member's responsibility for making all necessary arrangements for delivery of the POV to the origin vehicle processing point and for pickup at the destination terminal.
- (5) Vehicles purchased overseas for import to CONUS that fail to meet Federal motor vehicle safety and emission control standards are subject to being impounded by the US Customs Service. All expenses for establishing the vehicle's compliance with US standards shall be borne by the member.
- (6) The requirements the member must fulfill in order to participate voluntarily in the DOD POV Import Control Program. If the member decides to participate, the PPSO shall provide the member information on obtaining an EPA waiver letter (see paragraph 8003.d., below). The waiver letter will allow the member 10 working days, before POV turn-in at the terminal, to have the emission control components removed.

(7) As soon as the information is available, the member or the member's agent shall provide the destination military terminal an address for notification of the POV's arrival. Failure to comply promptly with this requirement could delay receipt of the POV and result in commercial storage at the member's expense.

(8) Any and all charges resulting from commercial storage due to the member's failure to pick up the POV at destination shall be payable by the member directly to the storage firm.

(9) For procedures to be followed by the member to request shipment from an alternate port, see paragraph 8004.c., below. For procedures to be followed to request shipment to an alternate destination port, see paragraph 8004.c., below.

(10) Transportation of one POV owned or on long term lease (12 months longer) by the member or the member's dependent and intended for the member or dependent's personal use is eligible for shipment at Government expense. To have a long-term leased vehicle shipped to the permanent duty station, designated place, or other authorized destination, the member must provide written authority from the leasing company, which includes the company's acknowledgment that return shipment prior to the member's next PCS is a private matter between the company and the member. All requirements stated in the lease are the responsibility of the member.

c. Overseas Terminal Commanders' Responsibilities. The overseas terminal commanders shall:

(1) Ensure all applicable provisions of DOD 4500.32-R and DOD 5030.49-R are adhered to in the shipment of POVs.

(2) Provide adequate facilities for the in-processing and out-processing.

(3) Ensure the exterior surfaces and undercarriages of POVs for shipment to CONUS are clean and free of soil that may harbor pests or other infested matter. The interior of the POVs shall be free of trash, debris, and any other extraneous material.

(4) Ensure that POVs returning to Customs territory receive a Customs inspection before loading and that all required Customs documents are completed before releasing the POV for loading aboard ship.

8002. Priority of Shipment Through MOT. The MOT commander shall determine the equitable shipment priority of the transiting POVs based on the order in which received and the RDD assigned.

8003. DOD POV Import Control Program.

a. The DOD POV Import Control Program assists participating members in protecting their vehicles' emission control components during POV operation in overseas areas where unleaded fuel is unavailable or difficult to obtain.

b. Participation in the DOD POV Import Control Program requires the removal of emission control components before the vehicle is operated on leaded fuel and reinstallation incident to return to the United States or to an exempted overseas area. Reinstallation of emission control components shall be certified by an authorized servicing facility or inspection agency. US Customs may require receipts or statements from agencies showing emission control components' installation. Overseas vehicle processing terminal personnel shall place a DD Form 2023, DOD Catalytic Converter Import Control Label, in the windshield of POVs being returned to the United States that are in compliance with program requirements. The DD Form 2023 allows unrestricted entry of the POV at the U.S. port of entry. If emission control components are not removed before vehicle operation overseas, the member shall install new emission control components before shipment to the United States or ensure that new emission control components shall accompany the vehicle.

c. The DOD POV Import Control Program applies only to vehicles that have 1976 or later model year catalysts or oxygen sensors that were installed after March 1, 1976. Catalyst-equipped vehicles manufactured before 1976 and 1976 vehicles shipped overseas before March 1, 1976, do not require servicing and are allowed unrestricted entry by US Customs, provided they have a manufacturer's label affixed certifying they were manufactured in compliance with US safety and emissions standards. Vehicles returned to the United States from exempted areas will not require converter servicing provided they have manufacturers' US emission control certification labels affixed.

d. Member participation in the DOD POV Import Control Program is strictly voluntary, and all costs associated with the removal and replacement of emission control components shall be borne by the member. The removal and replacement of emission control components for program participants can be accomplished by facilities located near the port or local service centers. The member shall acquire an EPA waiver letter before emission control components removal anywhere in the United States.

(1) The EPA waiver letter will allow members to have their emission control components removed 10 working days before turn-in of the vehicle to the port.

(2) The waiver letter can be obtained through the local transportation counseling office.

e. Members not participating in the DOD POV Import Control Programs who are returning from a nonexempt area overseas to CONUS with a 1976 or later model POV that was shipped overseas on or after March 1, 1976, will not have a DD Form 2023 placed in the windshield, and the member will have to post a cash

bond with US Customs at the US port of entry to claim the vehicle. Bonds required may be in an amount three times equal to the value of the POV plus duty. The member shall provide a statement of the vehicle's conformity with US EPA emission standards within 120 days. The conformity statement must be sent to the District Director of Customs.

f. Members importing a motorcycle manufactured after January 1, 1976, from overseas shall have a manufacturer's label affixed certifying it was manufactured in compliance with U.S. emission and safety standards. If the label is not present on these motorcycles, the provisions of paragraph 8003.e., above, regarding bond and statement of conformity apply.

g. In addition to Federal emission control standards, the State of California's emission statutes require all 1975 model and 1976 model catalyst-equipped vehicles, shipped overseas before March 1, 1976, and returned through California ports, to undergo inspection and have active converter or catalyst components if the member is on orders for assignment in California. Members affected by this exception may use program converter servicing facilities to protect their POVs' catalysts, but do not require DOD certification to avoid posting bond with US Customs at California ports of entry.

h. Members can minimize time required to service catalytic converters by making an appointment with the converter servicing facility.

#### 8004. Turn-in of POVs to MOTs.

a. Responsible MOTs. The CONUS MOTs responsible for accepting and shipping POVs and for receiving inbound POVs are listed in Appendix I, Parts I and II.

b. Approval for Shipment from a Primary Port. Approval for a POV shipment from a primary port is not required before POV turn-in at the port.

c. Approval for Shipment from an Alternate Port. Prior approval of a member's application for a POV to be shipped from an alternate port is required before the POV is turned-in at the alternate port. The procedures for requesting shipment through an alternate port are as follows:

(1) The member shall submit a written request for shipment through an alternate port to the PPSO providing the counseling service. The request is to be in the letter format prescribed in Figure 8-1. The PPSO receiving the request shall verify that it contains all required information and forward request to the Ocean Cargo Clearing Authority (OCCA) having jurisdiction over the desired alternate port.

(2) The OCCA shall determine within 3 working days whether the POV can be moved from the desired alternate port. If approved, the OCCA shall notify the alternate port and return the approved letter to the member with an estimate of the transit time required for delivery to the destination port.

The OCCA also shall furnish a copy of the letter to the origin PPSO. If the POV cannot be moved from the desired port, the OCCA shall return the letter and suggest other loading ports that might be able to provide the required service.

d. Request for Shipment to an Alternate Destination Port.

(1) If the member desires to request shipment to an alternate destination port, this fact shall be identified by the PPSO and preliminary arrangements made in the same manner as the shipment from an alternate port contained in paragraph 8004.c., above. When the member arrives at the terminal, the POV processing personnel shall place an annotation on the Private Vehicle Shipping Document for Automobile (DD Form 788) that the alternate shipping destination was requested by the member.

(2) The member shall be advised that any excess costs resulting from shipment to other than the authorized port will be collected from the member. Collection arrangements shall be made in accordance with the appropriate regulations of the sponsoring military service.

e. Assignment of RDD to POVs. RDDs shall be assigned by the OCCA having cognizance over the port of exit at the time of turn-in. The RDD shall be calculated by the OCCA as realistically as possible in conjunction with the member's needs and the ocean service available to the particular destination. Factors entering into the RDD calculation are the number of days required for POV processing, port hold time, ocean transit time, and processing time at the port of discharge. The member shall be advised of the RDD assigned to the POV, and every effort shall be made by the OCCA, the MSC, and the destination port activity to meet the assigned RDD. RDDs will not be assigned to shipments of foreign-made vehicles initially purchased overseas being shipped at the member's expense on a space-available basis.

8005. Preparing POVs for Shipment.

a. Member's Requirements. Failure by the member or the member's agent to comply with the following requirements shall be a basis for the loading terminal to refuse to accept the vehicle for shipment.

(1) The member shall ensure that the POV is in a safe operating condition when turned-in at the port for shipment.

(a) A vehicle for shipment from CONUS to overseas should have a valid inspection sticker (if required) from the State in which the vehicle is registered.

(b) The member shall ensure that the POV to be shipped overseas meets all host-country restrictions and requirements. Many host countries restrict the entry of POVs with broken glass or faulty headlights, horn, muffler, steering and braking systems, etc. Safety inspection requirements of

the overseas command could cause delay in release of the POV at destination if the vehicle is found to be in an unsafe condition. If, in the opinion of the MOT commander or the terminal commander's representative, the POV is not in a safe operating condition and is unsuitable or hazardous for shipment, the POV shall be rejected. The POV will not be accepted for shipment until the member has corrected the deficiencies. POVs that do not meet host-country standards may be impounded by local authorities and not permitted to leave the port.

(2) The member shall ensure that only authorized personal articles listed below remain in the POV when it is turned-in for processing. The member shall remove all household items and camping equipment from the POV. Tool boxes and tools may not exceed the value prescribed by the individual military service regulations. Radios, citizen-band radios, tape decks, tapes, and cassettes not installed as original equipment shall be removed by the owner before turn-in of the vehicle. Only those items of personal property specified below may be left in the vehicle:

(a) Items considered to be normal vehicular tools such as; jacks, tire irons, lug wrenches, tire chains, fire extinguishers, tire inflators, first aid kits, jumper cables, warning triangle/trouble lights, and basic hand tools (i.e. screwdrivers, pliers, wrenches, and hammers.)

(b) One spare tire and two tires with wheels (either mounted or unmounted).

(c) Cribs or child's car seats, either built into or accessory to the vehicle, for the movement of children to or from the MOT.

(d) Luggage racks, small items such as thermos bottles, bottle warmers, car cushions, blankets, and similar items for the comfort or convenience of the member during long motor trips. Such items may be shipped with the vehicle only if they can be loaded into and secured in the carton (26 X 10 X 14 inches) that is normally provided for vehicular tools and accessories. For POVs to be containerized, these articles may be placed in the trunk, without a carton.

(e) Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.

(3) The shipment of flammable or hazardous material, including flares, oils, waxes, and polishes, is prohibited, except for small quantities of touch-up paint (between .5 and 3 oz), when properly sealed to prevent leakage and will not pose a hazard during movement. Propane tanks on camper- or motor home-type vehicles shall be purged. (Written certification of purging shall be provided by a professional individual or company qualified to perform such purging--not by the member.)

(4) The member shall turn-in one complete set of keys (including a gas-cap key if applicable) with the vehicle at the time of delivery to the vehicle processing point. The member should be counseled to retain a second complete set of keys and to have them available at the time of pickup at destination. When the vehicle's design permits, the vehicle itself, the trunk, and the glove compartment shall be locked by the member.

(5) Because a vehicle may be subjected to freezing temperatures during transit, the member shall safeguard the vehicle's cooling system with a nonalcoholic, permanent-type antifreeze solution testing to minus 20 degrees Fahrenheit or lower if the military shipping agency determines it to be necessary. If the member decides not to fulfill this requirement, an appropriate signed release shall be secured by POV processing personnel.

(6) The member shall ensure that the POV contains no more than one-fourth tank of gasoline when it is delivered to the loading MOT because the fuel system may be drained before shipment and only a minimum replacement will be made at destination. Claims for drained gas will not be honored.

(7) POVs with diesel engines may be shipped with the fuel tanks full or partially full.

(8) The member shall ensure that all exterior surfaces and undercarriages of POVs are clean and free of soil and other foreign matter before turn-in. The member or agent shall provide the destination terminal an address where notification can be made of arrival and availability for pickup of the POV.

(9) A letter of authorization, simple power of attorney, or other acceptable evidence of agency will be required to deliver a vehicle by someone other than the member's spouse (when the spouse is on the orders). A power of attorney is necessary for anyone other than the member, including the spouse, to pick up a vehicle. Notarization is not necessary except when a POV is being shipped to the Philippines by someone other than the member.

**8006. Loading MOT Requirements.** When a POV is received at a MOT, terminal personnel shall ensure that the member or the member's agent has complied with all requirements above. Failure of the member to comply with these requirements may be a basis for the terminal to refuse acceptance of the POV for shipment. If the POV is accepted for shipment, terminal personnel shall prepare the vehicle for shipment as follows:

a. On vehicles intended for break-bulk shipment, items susceptible to loss, damage, or pilferage shall be removed from the exterior of the vehicle and packed in a suitable container. These items will not be removed from vehicles intended for containerized shipment or from vehicles intended for movement to Alaska, Guam, or Hawaii. Windshield wipers will not be removed from vehicles intended for shipment aboard roll-on or roll-off (Ro/Ro) type vessels to allow their use during loading or unloading in rainy weather.

b. Items susceptible to loss or damage (such as hubcaps, cigarette lighters, and tools) shall be placed in a suitable packing container (with dimensions of approximately 26 X 10 X 14 inches). The items packed in the container shall be listed on the packing list of accessories on the applicable DD Form 788. Catalytic converters and other emission control components or converter replacement pipes accompanying vehicles also shall be listed on the DD Form 788, even if those items are not packed in the accessory box. Local MOT procedures may be established to identify, on the DD Form 788, 788-1, or 788-2 (Figures 8-2, 8-3, & 8-4 respectively), any additional installed items that are susceptible to pilferage or damage and could result in substantial claim against the Government.

c. 49 U. S. C. 176.905 specifies the conditions under which POVs are to be shipped with respect to fuel in tanks:

(1) POVs intended for breakbulk shipment are to be completely drained of gasoline and the engine will be allowed to run until the fuel system is completely drained. Battery cables will be disconnected and taped to prevent accidental connection with battery terminals.

(2) POVs intended for containerized shipment may be shipped with gasoline tanks no more than one-fourth full provided that battery cables are disconnected and taped and the following warning is affixed to the door of the container: "WARNING - MAY CONTAIN EXPLOSIVE MIXTURES WHEN MIXED WITH AIR-KEEP IGNITION SOURCES AWAY WHEN OPENING." The warning must be on a contrasting background and be readily legible from a distance of 25 feet.

(3) POVs intended for shipment on Ro/Ro, LST or LSM-type ships may be shipped with fuel tanks one-fourth full. There is no requirement to disconnect batteries for Ro/Ro shipments.

(4) All of the above provisions are also applicable to diesel-powered vehicles with the exception that for breakbulk and Ro/Ro shipments, fuel tanks are allowed to be shipped with 110 gallons or less in fuel tanks. The one-fourth full tank rule for containerized shipment does apply to diesel vehicles.

d. The trunk, glove compartment, and other spaces of the vehicle shall be inspected to ensure that no unauthorized items of personal property have been left in the vehicle. When the vehicle is in the terminal staging area awaiting load, it shall be secured by closing all windows and locking all doors and compartments.

e. Keys to all vehicles shall be tagged with a Vehicle Key Tag, DD Form 1864. All appropriate information shall be entered on the DD Form 1864 and the keys attached with nylon or other durable cord. DD Form 1864 also shall be used to identify the location of the vehicle in the terminal storage area. Keys removed from vehicles shall be stored in a locked container.



f. When POVs are loaded aboard breakbulk or Ro/Ro ships, all doors shall be locked and windows rolled up, and tagged keys shall be turned over to the ship's master for security in transit. When POVs are containerized, the tagged keys shall be left in the ignition.

g. A sign stating "Warning - The transmission of this vehicle is engaged and emergency brake set. Disengage both before movement of vehicle" shall be placed in the rear window of all POVs loaded in containers. The sign shall be reproduced locally by the using port terminal and must be at least 8 X 10 1/2 inches in size.

h. All POVs, especially camper types, shall be decubed to the maximum practicable extent, provided decubing does not damage the accessories or body of the vehicle. Decubing shall be accomplished only with the consent of the member or the member's agent.

i. When a motorcycle or motorbike is shipped at Government expense as a POV, crating shall be performed only when required for safe transportation. If crating is necessary, the cost shall be borne by the Government and charged to the fund citation used by the sponsoring military service to pay port-handling and ocean transportation charges.

j. All POVs eligible for participation in, and in compliance with, the DOD POV Import Control Program returning to the United States shall have a DD Form 2023 attached to the interior of the vehicle windshield. DD Form 2023 will not be provided unless the member provides the overseas POV loading terminal a receipt from a converter servicing facility or local garage documenting that the converter or oxygen sensor has been reinstalled, or the member has an active converter or oxygen sensor accompanying the POV for reinstallation in the United States or its territories and possession.

k. Appropriate entries shall be made on the port's priority list of vehicles, and expeditious movement consistent with the RDD shall be arranged. Terminal commanders shall ensure all vehicles are held in a secure area until they are loaded aboard vessel.

#### 8007. Procedures at Destination Ports.

a. When the POV arrives, it shall be placed in a secure area, with doors locked and windows rolled up, pending pickup by the member or the member's agent. A notification of arrival shall be sent to the member or agent within 5 working days of the POV's arrival. The notification shall include any damage that would make the vehicle inoperable or unsafe to drive. When the member or agent arrives at the destination port to accept the vehicle, terminal personnel shall accomplish the following:

(1) Provide sufficient fuel without charge, if necessary, so the vehicle can be driven to a commercial source.

(2) Reconnect the battery cables.

(3) Replace all accessories removed for shipment, including those accessories removed in decubing the vehicle.

(4) Inspect the vehicle jointly with the member or the member's agent, as prescribed in paragraph 8016 below.

(5) Monitor vehicles eligible for participation in the DOD POV Import Control Program. If a vehicle participating in the DOD POV Import Control Program did not have catalysts or oxygen sensors reinstalled overseas before the shipment, the US POV processing terminal shall advise the member or agent:

(a) That catalysts or oxygen sensors shall be reinstalled within 30 calendar days. Failure to have catalysts or oxygen sensors reinstalled is a civil violation punishable by a fine of up to \$10,000 and impoundment of the vehicle.

(b) Of the location of the converter servicing facility near the terminal.

(c) That the member must return proof to the terminal within 30 calendar days showing that the catalysts or oxygen sensors have been reinstalled. Terminals shall forward the appropriate documentation as prescribed in the Privately-Owned Vehicle Import Control Program (MTMCR 55-64) for members that fail to comply.

b. Member's Failure to Accept the POV. If the POV is not picked up by the member or the member's authorized agent within a reasonable period of time (normally not to exceed 45 days from the postmarked date of the notification of arrival) and the storage space is required by the unloading MOT, the terminal commander may place the vehicle in commercial storage at the member's expense. The member shall be advised 15 days in advance by return-receipt-required mail of the date the POV shall be turned-in to commercial storage and that any charges resulting from such commercial storage shall be payable by the member directly to the storage firm. When POVs are placed in commercial storage, the member shall be advised of the date such storage began and the name, address, and telephone number of the commercial storage firm.

c. Abandoned Vehicles. Vehicles abandoned at MOTs by members shall be disposed of in accordance with DOD 4160.21-M. The member may elect to surrender voluntarily title and possession of the vehicle to the Government for personal convenience.

d. Loss and Damage. If a vehicle is damaged while in the custody of the Government, terminal personnel shall assist in moving the vehicle and verifying data for claims and shall provide whatever further assistance may be reasonably required by the member to restore the vehicle to working condition.

8008. **Application for Shipment.** Application for the shipment of a POV will be made on the appropriate DD Form 788 (see Chapter 1 for application procedures). DD Form 788 is available through normal distribution channels.

- a. DD Form 788 for automobiles.
- b. DD Form 788-1 for vans.
- c. DD Form 788-2 for motorcycles.

8009. **Purpose of the DD Form 788.** DD Form 788 shall be used for:

a. Inspecting and reporting the condition of the POV and detecting damage and pilferage during shipment. The form shall give a complete description of the POV's condition during all phases of shipment when it is in the custody of the Government.

b. Determining the validity of claims for loss or damage and for determining third-party responsibility. Since the vehicle is reinspected at each phase of the shipment, responsibility for loss or damage can be determined accurately.

c. Documenting members' declarations regarding the DOD POV Import Control Program for eligible POVs.

8010. **Use of the DD Form 788.**

a. The applicable DD Form 788 shall be prepared for each POV shipped through the terminal. The form shall be filled out by typewriter or ball-point pen to ensure all copies of the form are legible. DD Form 788 shall be executed at the time the POV is delivered to the port for shipment.

b. When a vehicle is delivered directly to a commercial terminal for loading and shipment and a DD Form 788 is not available, the applicable commercial carrier's form shall be prepared and used instead of the DD Form 788.

c. When a vehicle is delivered to a military terminal or activity for further transfer to a commercial terminal for loading and shipment, both the DD Form 788 and the appropriate commercial carrier's form shall be prepared. If the POV is stuffed in a sea-van container at the military terminal or activity, precluding inspection of the vehicle by the commercial carrier, only the DD Form 788 shall be used to record the condition of the POV. The commercial carrier's form still shall be prepared for use as a shipping document.

d. When a vehicle is delivered to a military terminal or activity and requires transshipment to another military terminal, two sets of DD Form 788 shall be prepared. The originating military terminal will designate itself as the POE on the first DD Form 788 and the transshipping terminal as the POD. The first DD Form 788 shall record the condition of the vehicle upon receipt from the member or member's agent and during transfer until receipt from the shipping terminal. The originating terminal shall designate the transshipping terminal as the POE on the second DD Form 788 and the ultimate destination terminal as the POD. This second DD Form 788 shall record the condition of the vehicle upon receipt from the original terminal and during transfer until receipt by the member or member's agent at the ultimate destination terminal. The originating terminal shall retain one copy of each DD Form 788 for local files and forward all remaining copies of the second DD Form 788 to the transshipping terminal with the vehicle. Distribution of the first DD Form 788 shall be prescribed in paragraph 8018.

8011. Preparation of the DD Form 788. The DD Form 788 shall be used in five distinct phases of the POV shipping process. In each of the five phases, the two illustrations of a POV that designate the front and rear and left and right views of the vehicle shall be used to record the approximate locations of exterior damage. A set of six codes are provided on the form ("X," "T," square, diamond, circle, and asterisk) for use during each of four to six inspections of the vehicle's condition. The individual making the inspection shall mark the appropriate code on the vehicle illustrations at the approximate location(s) of exterior damage. The POV condition codes shall be used to illustrate the type of damage to the exterior of the POV in item 8 and the interior in items 9 and 10.

8012. Phase I - Receipt of POV at Loading Terminal.

a. Upon receipt of the POV for shipment, personnel at the loading MOT shall prepare the first six lines of the DD Form 788.

(1) All TCMD Data will be filled out in accordance with DOD 4500.32-R (reference (i)).

(2) Body Type shall describe the number of doors and type of vehicle, such as 2DR SD and 4DR WGN.

(3) Vehicle Identification Number shall be taken from the POV or the member's vehicle registration card.

(4) Odometer reading shall be taken from the POV.

(5) Vessel (Voyage Number) is self-explanatory.

(6) Authorization, Charges Paid, etc.: The activity that issued the member's orders shall be entered. If the member is required to pay (that is, POV in excess of 20 measurement tons, space-available shipment) for all or part of the shipment, the amount collected also shall be entered. All other pertinent data relating to the collection shall be entered in Item 14 (miscellaneous information).

(7) Date Loaded and Storage Location are self-explanatory.

(8) Billing Address for Notification Purposes: Enter the best possible address where the member can be located. This could be a home address, unit address, or post office box. Separation transfer point is not an acceptable address.

b. The authorized Government inspector shall perform a joint inspection of the vehicle with the member or the member's agent. During this inspection, the code "X" shall be used to record any existing damage or deficiency on the vehicle illustrations in item 8 of the DD Form 788.

c. The accessory items to be shipped with the POV shall be placed in the carton provided by the loading terminal and shall be jointly inventoried by the inspector and the member or the member's agent. These items shall be listed in the accessories blocks in item 10 of the DD Form 788. Other authorized accessories accompanying the vehicle and not packed in the carton (catalytic converter, for example) also shall be listed, and the location of the accessory will be specified, for example, "in trunk."

d. Upon completion of the inspection and inventory, the Government inspector shall sign and date the DD Form 788 in Item 2. The inspector's full name shall be printed legibly below the signature.

e. The member or member's agent shall acknowledge by signing and dating the DD Form 788 in item 1 that the inspection of the vehicle as recorded in item 6 is a true representation of the vehicle's condition at the time of turn-in for shipment and that the conditions governing shipment have been accepted.

f. In item 12, the member shall indicate the correct declarations regarding DOD POV Import Control Program participation or nonparticipation.

(1) When using DD Form 788 or 788-1, Block A, B, C, or D first shall be checked, as appropriate. If block D is checked, the correct option pertaining to import or export shall be selected. In the import or export section, if the member's POV is equipped with only a catalytic converter, only one block shall be checked. If the vehicle has both a catalytic converter and an oxygen sensor, two blocks shall be checked (one pertaining to the catalyst and one pertaining to the oxygen sensor), except for the following conditions:

(a) For import - If either the catalyst or the oxygen sensor is not accompanying the vehicle, it is only necessary to check block 4.

(b) For export - Only block 4 need be checked if the member desires not to participate in the program.

(2) When using DD Form 788-2 (motorcycles), block A, B, or C shall be checked, as appropriate.

(3) For all vehicles that fall under block A or D4, members shall be informed that they will have to post a bond with U.S. Customs before the vehicle's release.

g. If the POV being shipped from CONUS is a foreign-manufactured POV, the member shall be briefed on the importance of retaining the annotated copy of the DD Form 788 for the necessary proof of ownership when return transportation is required.

8013. Phase II - Loading Terminal Check in Stow. Phase II of the inspection process shall record changes in the vehicle's condition from the time the vehicle is jointly inspected by the member or agent and terminal personnel.

a. An optional inspection block is provided for any inspections deemed necessary by the terminal commander. The inspector shall use the "T" code to record any loss or damage not already designated by the "X" code.

b. The inspector shall sign and date item 3 on the DD Form 788.

c. The terminal commander shall ensure that each vehicle is inspected before departure and shall observe the stuffing and loading of a POV to determine the in-stow condition and presence of accessories.

d. The inspector shall use the "square" code to record any loss or damage not already designated by the "X" or "T" code. If additional loss or damage exists and the inspection is made by stevedore personnel, the inspector shall notify immediately the terminal's POV processing personnel. Terminal commanders shall develop internal procedures to assist in claim recovery for POV damage caused by contractors.

e. The inspector shall sign and date item 4 on the DD Form 788.

8014. Phase III - Discharge Terminal Check in Stow. Phase III records the condition of the POV aboard the vessel upon arrival at the POD.

a. The terminal commander shall ensure that each vehicle is inspected in-stow before discharge at the POD and shall determine whether stevedore or terminal personnel perform the inspection.

b. The inspector shall use the "diamond" code to record any loss or damage not already designated by an "X," "T," or "square" code. The inspector shall indicate in item 14 whether loss or damage appears to be vessel operator or loading terminal responsibility. Those appearing to be vessel-related shall be brought to the attention of the vessel operator.

c. The vessel operator's representative shall sign and date item 5 on the DD Form 788.

8015. Phase IV - Release of Custody by Discharge Stevedore. Phase IV begins when the vehicle has been inspected in stow at the discharge terminal and ends with the release of custody by the discharge terminal stevedore. Phase IV documents shall note any changes in the vehicle's condition that occur during discharge operations. Stevedore and terminal representatives shall jointly inspect the vehicle after it has been off-loaded and released to the custody of the Government and annotate any damages not annotated previously on the DD Form 788.

a. The terminal representative shall use the "circle" code to record any loss or damage not designated already by an "X," "T," "square," or "diamond" code.

b. The terminal representative shall sign and date the DD Form 788 at item 6.

c. An optional inspection block is provided for an additional inspection if deemed necessary by the terminal commander. The inspector shall use the "asterisk" code to record any loss or damage not already designated by the "X," "T," "square," "diamond," or "circle" codes.

d. The inspector shall sign and date item 7 on the DD Form 788.

8016. Phase V - Receipt by Member at Destination. The fifth and final phase of the POV shipping process begins when the member or the member's agent arrives to pick up the POV at the destination terminal. No damage codes will be used during the final shipment phase.

a. The authorized Government inspector shall perform a joint inspection of the vehicle with the member or the member's agent, noting any damage or discrepancies in the vehicle's condition on both POD copies of the DD Form 788. The packing container of accessory items shall be opened and the contents jointly inventoried. The member or the member's agent may annotate any exceptions to the vehicle's condition in item 13, column 1, on the reverse of both POD copies of the DD Form 788. The Government inspector shall record agreement or disagreement with the member's exceptions in item 13, column 2. When appropriate, the Government inspector shall indicate whether the exceptions taken by the member represent "ordinary wear and tear" that reasonably should be expected in the normal shipment of vehicles.

b. Upon completion of the inspection, the member or the member's agent shall acknowledge receipt of the vehicle by signing and dating the reverse of both POD copies of the DD Form 788 in item 15.

c. The Government inspector shall sign and date the DD Form 788 in the space provided below the member's signature and release the POV to the member or the member's agent.

8017. Processing Service. The processing service information for the POE and POD in item 11 shall be checked as to the type of service performed. The "other" block can be used for any other service required by the port (for example, keys).

8018. Distribution of DD Form 788 at POE. Copies of DD Form 788 shall be reproduced and distributed according to operational requirements of the loading and discharging terminals and shall include results of the loading terminal's in-stow inspection. Distribution of the DD Form 788 at the POE shall be as follows:

a. The member or the member's agent shall be provided one copy of the DD Form 788.

b. The original and one copy of the DD Form 788, along with one copy of the member's orders, shall be placed in the glove compartment of the vehicle. For motorcycle or motorbike shipments, the original and one copy of the DD Form 788 plus one copy of the member's orders shall be placed in the container with the vehicle, in a waterproof pouch on the outside of the container or in a waterproof pouch affixed to the vehicle if it is not containerized. If the waterproof pouch is affixed to the vehicle, care shall be exercised to ensure the vehicle is not damaged or marred. All original DD Forms 788 shall remain with the POV when a vehicle is transshipped from one military terminal to another and more than one DD Form 788 is prepared.

c. One copy of the DD Form 788 plus one copy of the member's orders shall be retained for file at the POE.

d. Two copies shall be forwarded by mail to the POD, to arrive before the POV.

e. One copy shall be forwarded to U.S. Customs Service, as applicable.

f. One copy shall be forwarded to the terminal documentation section.

8019. Distribution of the DD Form 788 at the POD. At the POD, the DD Form 788 shall be distributed as follows:



a. One copy of the DD Form 788 and one copy of the member's orders shall be retained by the POD for local files.

b. One copy shall be provided to the member after completion of the final inspection.

c. Retrograde POVs shall have U.S. Department of Transportation HS Form 7 and a DD Form 2023 accompanying the POV. DD Form 2023 shall be affixed to the interior of the vehicle windshield of 1976 and newer-model catalyst-equipped POVs shipped overseas after February 29, 1976, and returned to the United States, provided the member or agent presents proof that active emission control components accompany the vehicle.

FORMAT

\_\_\_\_\_  
(Date)

SUBJECT: Request for Shipment of POV through CONUS Alternate Port

THRU: (Origin ITO)

TO: MECOBO (See DoD Regulation 4500.32-R, Vol I, Appendix D, for address)

1. Request authority to ship my POV through \_\_\_\_\_ (alternate port) \_\_\_\_\_.  
Vehicle can be delivered to port on \_\_\_\_\_ (date) \_\_\_\_\_, for shipment to  
\_\_\_\_\_ (destination) \_\_\_\_\_. Request delivery date overseas is \_\_\_\_\_ (date) \_\_\_\_\_.

2. Vehicle data is as follows:

- a. Make
- b. (State and License No.)
- c. (Body Type)
- d. (Year)

3. I acknowledge that cost incurred by selection of an alternative port which exceed the regular routing costs will be charged to me.

\_\_\_\_\_  
(Member's name/grade)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone No.)

MECOBO

1st

\_\_\_\_\_  
(Date)

SUBJECT: Request for Shipment of POV Through Alternate Port

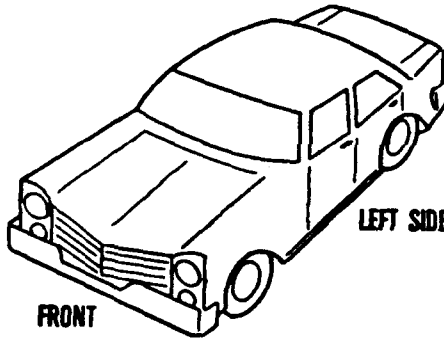
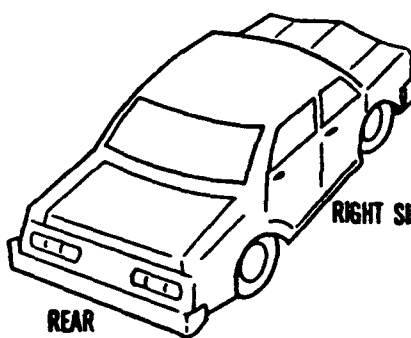
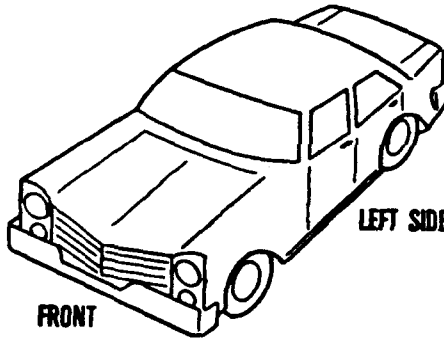
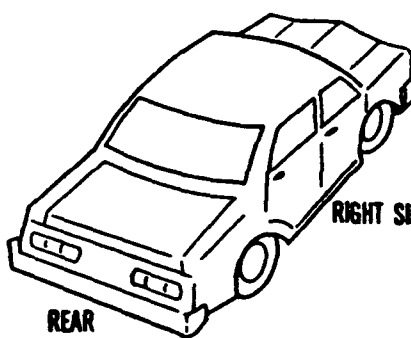
1. Permission \_\_\_\_\_ (granted) \_\_\_\_\_ (not granted) \_\_\_\_\_.

2. Reason(s) not granted.

\_\_\_\_\_  
(MECOBO)

4-12.1

(figure 8-1)

<b>PRIVATE VEHICLE- SHIPPING DOCUMENT</b> Read Privacy Act Statement on Reverse before Completing Form.				<b>MAKE AND YEAR</b>		<b>OWNER'S NAME, GRADE, SSN</b>																																											
<b>AUTHORIZATION, CHARGES PAID, ETC.</b>				<b>COLOR AND BODY TYPE</b>		<b>BILLING ADDRESS FOR NOTIFICATION PURPOSES</b>																																											
<b>MOTOR NUMBER</b>		<b>MANUFACTURER'S SERIAL NUMBER</b>		<b>SPEEDOMETER READING</b>		<b>LICENSE NUMBER AND STATE</b>																																											
<b>TCMD DATA</b>	<b>DOC ID (1-3)</b>	<b>CONSIGNOR (8-14)</b>		<b>COMM-EX (15-19)</b>	<b>POE (21-23)</b>		<b>POD (24-26)</b>																																										
<b>RECEIVING LOCATION</b>		<b>PACK (28-29)</b>		<b>TRANSPORTATION CONTROL NUMBER (30-46)</b>			<b>CONSIGNEE (47-52)</b>																																										
<b>RECEIVED BY</b>		<b>PRIORITY (53)</b>	<b>PROJECT (57-58)</b>	<b>TR ACCOUNT (64-67)</b>		<b>PIECES (68-71)</b>	<b>WEIGHT (72-76)</b>	<b>CUBE (77-80)</b>																																									
<b>PIER OPERATIONS</b>				<b>INSPECTED IN MY PRESENCE CONDITION ACKNOWLEDGED AS CHECKED BELOW AND CONDITIONS GOVERNING SHIPMENT ON REVERSE SIDE ACCEPTED.</b>																																													
<b>DATE</b>				(f) <b>SIGNATURE OF OWNER OR AGENT</b> <b>DATE</b>																																													
<b>RECEIVED BY</b>																																																	
<b>LOCATION</b>				<b>NAME OF AGENT (Print ONLY)</b>			<b>ADDRESS (City, State, Zip Code)</b>																																										
				<b>CODE</b>	<b>INSPECTION</b>	<b>DATE</b>	<b>CHECKER'S PRINTED NAME</b>																																										
<b>VESSEL</b>				<input checked="" type="checkbox"/>	Original condition on turn in point check by Owner Agent & US Gov't Rep.	(2)	(2)																																										
<b>STOWAGE LOCATION (CONTAINER NUMBER)</b>				<input type="checkbox"/>	Loading Terminal Check in Stow	(3)	(3)																																										
<b>DATE LOADED</b>				<input type="checkbox"/>	Discharge Terminal Check in Stow	(4)	(4)																																										
<b>HATCH CHECKER</b>				<input type="checkbox"/>	Release of custody by Discharge Stevedore	(5)	(5)																																										
<b>AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.</b> (6)																																																	
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<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4"><b>RADIO</b></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="4"><b>HEATER</b></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="4"><b>CLOCK</b></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="4"><b>SPARE TIRE</b></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="4"><b>NO.</b></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>										<b>RADIO</b>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>HEATER</b>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CLOCK</b>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SPARE TIRE</b>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NO.</b>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>REPORT OF DAMAGES INDICATED BLOCK 6 ABOVE</b>																																																	
(7)																																																	
<b>PACKING LIST OF ACCESSORY ITEMS</b>																																																	
<input type="checkbox"/> HUBCAPS <input type="checkbox"/> WINDSHIELD WIPERS <input type="checkbox"/> SIDE & REAR MIRROR <input type="checkbox"/> FENDER SKIRTS <input type="checkbox"/> ANTENNA <input type="checkbox"/> LUGGAGE RACKS <input type="checkbox"/> ASH TRAYS		<input type="checkbox"/> CIGAR LIGHTER <input type="checkbox"/> FLOOR MATS <input type="checkbox"/> CUSHION <input type="checkbox"/> FLASHLIGHT <input type="checkbox"/> TROUBLE LIGHT <input type="checkbox"/> THERMOS JUG OR COOLER		<input type="checkbox"/> SEATBELTS <input type="checkbox"/> TOOL BOX OR POUCH <input type="checkbox"/> HAND TOOLS <input type="checkbox"/> JACK <input type="checkbox"/> LUG WRENCH <input type="checkbox"/> TIRE GAUGE <input type="checkbox"/> TIRE PUMP		<input type="checkbox"/> SPARK PLUGS <input type="checkbox"/> FAN BELT <input type="checkbox"/> TOW CHAIN OR ROPE <input type="checkbox"/> JUMPER CABLES																																											

**THE PRIVACY ACT OF 1974. Authority: Title 37, USC, Section 5726, 5727 and Title 10, USC 2634. Principal Purpose(s):** Used as a shipping document for inspection and documentation to detect damage and pilferage during shipment of privately owned vehicles of military members, dependents, and Department of Defense employees. **Routing Uses:** (1) For reflecting condition of vehicles before and after shipment. (2) Accumulating damage information for use in determining validity of claims for damages filed by member and any third party responsibility. (3) As required by claims services for recognition and compilation of accurate statistical data. (4) Where applicable, used as a source document for completion of DD Form 1364, Transportation Control and Movement Document. (5) Serves as a receipt to the service member from the time the vehicle is turned in for shipment until it is surrendered to the owner. (6) Serves as a jointly certified record of the condition of the vehicle

at the time it is turned in for shipment and the time it is returned to the owner. When properly executed, it also reflects the condition of the vehicle at intermediate points where custody and/or responsibility change during shipment. (7) Provides basis for filing responsibility and liability for loss or damage incurred in shipment. (8) Serves as a joint acknowledgment of understanding and acceptance by service member of terms under which the vehicle will be transported. (9) Grants authority to place vehicle in storage under specified terms and conditions. (10) Information on this form is released to owners. **Voluntary:** The personal data (SSN) is disclosed automatically when the individual relinquishes a copy of the orders authorizing the shipment (these orders contain the individual's SSN). If the SSN was not available, verification of the individual's claim for reimbursement (if applicable), would take a considerably longer time to process and errors of mistaken identity would be likely to increase since proper names are rarely unique.

#### CONDITIONS GOVERNING SHIPMENT

I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS, AS SET FORTH IN EXISTING REGULATIONS, I. E.:

1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale.
2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.
3. That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended and 10 USC Section 2634(a).
4. That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 26° F. per lower

if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.

THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle described herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of embarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.

I further understand that should the vehicle be placed in such storage, the Government, therefore, would not be responsible for its release or return to the owner or agent.

#### DELIVERY RECEIPT

(8)

#### EXCEPTIONS

BY OWNER	VERIFICATION OR DISAGREEMENT WITH REASONS	DAMAGE/LOSS REPORTED AT

TERMINAL SERVICE - MCR-UP  
IF UNSATISFACTORY, SPECIFY:

☐ SATISFACTORY

☐ UNSATISFACTORY

I hereby acknowledge receipt of my vehicle in the condition in which I turned it in to the U. S. Government Representative for transshipment, except as noted above.

(9)

SIGNATURE OF OWNER OR AGENT

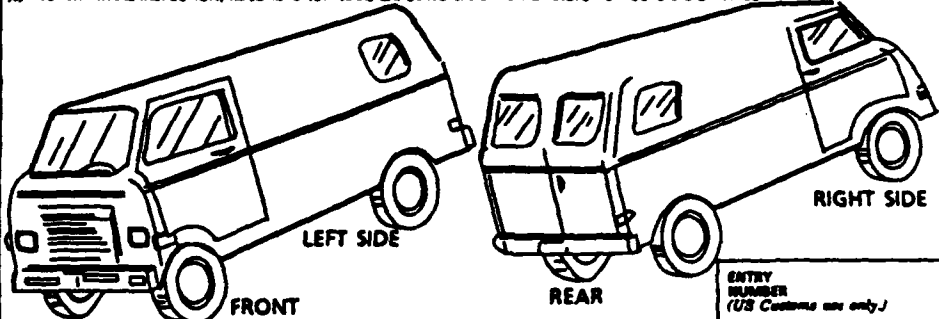
DATE

SIGNATURE OF VERIFYING U. S. GOVERNMENT REPRESENTATIVE

PLACE

(figure 8-2 con't)

USE BALL POINT PEN AND PRESS FIRMLY

PRIVATE VEHICLE SHIPPING DOCUMENT FOR VAN							NOTE: READ PRIVACY ACT STATEMENT ON REVERSE BEFORE COMPLETING FORM																					
TCMD DATA	DOC ID (1-3) TP1	CONTAINER NO (4-6)	CONSIGNOR (8-10)	COMM-EX (11-13)	POE (21-23)	POV (24-26)	PACK (28-30)																					
TRANS CONTROL NUMBER (38-40)			CONSIGNEE (47-49)	RDO (54-56)	TR ACCOUNT (60-62)	PIECES (68-71)	WEIGHT (72-75)																					
CUBE (77-79)	DOC ID (1-3) TP8	POV YR. MAKE (8-10)	OWNER'S LAST NAME (24-26)		F & MI (27-28)	GRADE (29-30)																						
STATE (71-72)	LICENSE NUMBER (73-77)		COLOR (78-80)	BODY TYPE	VEHICLE IDENTIFICATION NUMBER																							
ODOMETER READING		VESSEL (Tonnage Number)		AUTHORIZATION CHARGES PAID, ETC.		DATE LOADED (YYMMDD)																						
STOWAGE LOCATION				BILLING ADDRESS FOR NOTIFICATION PURPOSES																								
(1) INSPECTED IN MY PRESENCE, CONDITION ACKNOWLEDGED AS CHECKED BELOW, AND CONDITIONS GOVERNING SHIPMENT ON REVERSE ACCEPTED.				USER CODE	INSPECTION	DATE (YYMMDD)	INSPECTOR'S PRINTED NAME (Last, First, M.J.)																					
				X	Turn in joint inspection owner/agent & Gov't rep	(2)																						
				T	POE use (Optional)	(3)																						
				□	POE check in stow/condition when stuffed in crtl	(4)																						
				◇	POD check in stow/condition when removed from crtl	(5)																						
				○	Release of custody by discharge stow/dore	(6)																						
				*	POD use (Optional)	(7)																						
<p>RETAIN THIS FORM FOR PROOF OF SHIPMENT FOR RETURN TRANSPORT AT GOVERNMENT EXPENSE OR PROOF OF POV IMPORT CONTROL PROGRAM PARTICIPATION. PRESS FIRMLY</p> <p>(8) AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: right;"> <p>ENTRY NUMBER (US Customs use only.)</p> </div> </div>																												
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BR - Broken	SE - Bent	SS - Stretched	PF - Paint Peeling	SC - Scratched	WD - Worn																							
CH - Chipped	GE - Gouged	MS - Missing	RL - Rattled	SO - Soiled																								
(9) INTERIOR CONDITION		CODE	(10) ACCESSORIES	IN BOX	LOOSE	(11) PROCESSING SERVICE	POE	POD																				
Front Seats			Catalytic converter/Pollers			Add/Draw Fuel																						
Rear Seat			Side Mirrors			Connect/Disconnect Battery																						
Rear Mirror			Antenna			Pack Accessories																						
Front Seat Belts			Fan Belt			Other																						
Rear Seat Belts			Fender Shirts																									
Ash Trays			Fire Extinguisher																									
Rear Mirrors			First Aid Kit																									
Door Panels			Cigarette Lighter																									
Arm Rests			Hand Tools/Flashlight																									
Rear Speakers (Additional)			Hub Caps																									
Cushion			Jack/Lug Wrench																									
Upholstery			Jumper Cables																									
Radio (AM, FM, Tape)			Luggage Rack																									
CB Radio			Marker																									
Carpet			Warning Triangle/Trouble Light																									
Clock			Spare Tire																									
<p>(12) DOD POV IMPORT CONTROL PROGRAM (Appropriate box must be checked on all vehicles.) PRESS FIRMLY</p> <p>The vehicle described above:</p> <p>A. <input type="checkbox"/> Does not have a manufacturer's label affixed certifying its compliance with US EPA emission standards. (Shipping with US Customs required.)</p> <p>B. <input type="checkbox"/> Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 82 gasoline powered vehicle and is not registered under CAA.</p> <p>C. <input type="checkbox"/> Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.</p> <p>D. <input type="checkbox"/> Contains a catalyst and/or operates oxygen sensor to meet US EPA emission standards. (Select appropriate options under Import or Export sections.)</p> <p>IMPORT (If POV is equipped with an oxygen sensor, option 2 may also have to be checked.)</p> <p>1. <input type="checkbox"/> The catalyst was removed prior to use overseas and:</p> <p>a. <input type="checkbox"/> Has been reinstalled prior to departure. (Proof of installation required.)</p> <p>b. <input type="checkbox"/> Will be reinstalled in accordance with the EPA Waiver.</p> <p>2. <input type="checkbox"/> The catalyst was not removed prior to use overseas and:</p> <p>a. <input type="checkbox"/> A new catalyst has been installed prior to shipment. (Proof of installation required.)</p> <p>b. <input type="checkbox"/> A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver</p> <p>3. <input type="checkbox"/> The POV requires an oxygen sensor to meet US EPA emission standards and:</p> <p>a. <input type="checkbox"/> An operable sensor has been installed prior to shipment. (Proof of installation required.)</p> <p>b. <input type="checkbox"/> An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver</p> <p>4. <input type="checkbox"/> No replacement catalyst and/or operable oxygen sensor is accompanying the vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a used catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.</p> <p>EXPORT (If POV is equipped with an oxygen sensor, option 2 may also have to be checked.)</p> <p>1. <input type="checkbox"/> The catalyst:</p> <p>a. <input type="checkbox"/> oxygen sensor has been removed and is accompanying the vehicle</p> <p>b. <input type="checkbox"/> The catalyst:</p> <p>a. <input type="checkbox"/> oxygen sensor will be reinstalled at the overseas port prior to using loaded gasoline</p> <p>b. <input type="checkbox"/> The catalyst:</p> <p>a. <input type="checkbox"/> oxygen sensor will be replaced overseas post prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US</p> <p>2. <input type="checkbox"/> The vehicle owner does not desire to participate in the DOD POV Import Control Program. (Bond with US Customs required upon return.)</p>																												

DD Form 788-1, MAY 82

(figure 8-3)

**THE PRIVACY ACT OF 1974, Authority: Title 37, USC, Section 5796, 5797 and Title 10, USC 2634. Principal Purpose(s):** Used as a shipping document for inspection and documentation to detect damage and pilferage during shipment of privately owned vehicles of military members, dependents, and Department of Defense employees. **Routine Uses:** (1) For reflecting condition of vehicle before and after shipment. (2) Accumulating damage information for use in determining validity of claims for damages filed by member and any third party responsibility. (3) As required by claims services for receipt and compilation of accurate statistical data. (4) Where applicable, used as a source document for completion of DD Form 1384, Transportation Control and Movement Document. (5) Serves as a receipt to the service member from the time the vehicle is turned in for shipment until it is surrendered to the owner. (6) Serves as a jointly certified record of the condition of the vehicle

at the time it is turned in for shipment and the time it is returned to the owner. When properly completed, it also reflects the condition of the vehicle at intermediate points where custody and/or responsibility change during shipment. (7) Provides basis for fixing responsibility and liability for loss or damage incurred in shipment. (8) Serves as acknowledgment of understanding and acceptance by service member of terms under which the vehicle will be transported. (9) Grants authority to place vehicle in storage under specified terms and conditions. (10) Information on this form is released to survivors. **Voluntary -** The personal data (SSN) is disclosed automatically when the individual relinquishes a copy of the orders authorizing the shipment (these orders contain the individual's SSN). If the SSN was not available, verification of the individual's claim for reimbursement (if applicable), would take a considerably longer time to process, and errors of mistaken identity would be likely to increase since proper names are rarely unique.

#### CONDITIONS GOVERNING SHIPMENT

I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.E.:

1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.
2. That the vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.
3. That no land transportation is authorized at Government expense except as specified in Section 12 of the Mailing Persons Act, as amended and 10 USC Section 2634(a).
4. That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20° F (or lower

if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.

THIS CERTIFICATE constitutes authority for the placing in suitable storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner. (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.

I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.

(13)

#### DELIVERY RECEIPT

##### EXCEPTIONS

BY OWNER

VERIFICATION OR DISAGREEMENT WITH REASONS

TERMINAL SERVICE - PICK-UP  
IF UNSATISFACTORY, SPECIFY:

☐ SATISFACTORY

☐ UNSATISFACTORY

(14) MISCELLANEOUS INFORMATION

I hereby acknowledge receipt of my vehicle in the condition in which I turned it in to the U. S. Government Representative for transshipment, except as noted above.

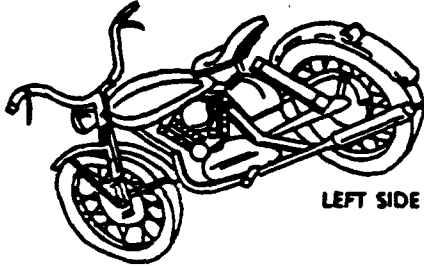
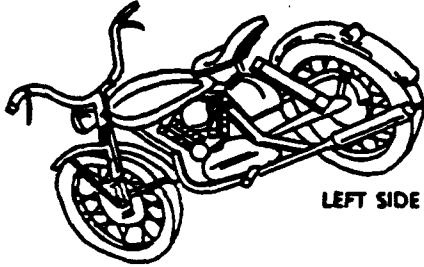
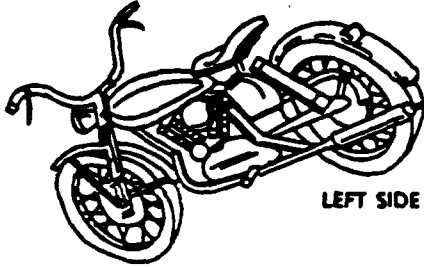
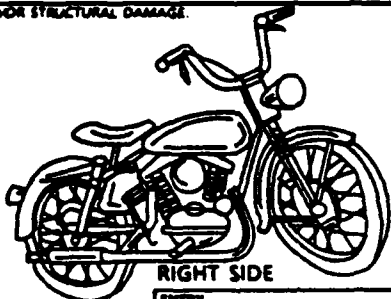
(15)

SIGNATURE OF OWNER OR AGENT

DATE (YYMMDD)

SIGNATURE OF VERIFYING U. S. GOVERNMENT REPRESENTATIVE

NAME OF PORT

PRIVATE VEHICLE SHIPPING DOCUMENT FOR MOTORCYCLE					NOTE: READ PRIVACY ACT STATEMENT ON REVERSE BEFORE COMPLETING FORM		
TOPO DATA	DOC ID (1-4) 791	CONTAINER NO (6-8)	CONSIGNOR (9-14)	COMM-EX (15-19)	POE (21-25)	POD (26-30)	PACK (31-35)
TRANS CONTROL NUMBER (36-40)			CONSIGNEE (41-45)	ROD (46-50)	TR ACCOUNT (51-55)	PIECES (56-60)	WEIGHT (61-65)
CUBE (71-75)	DOC ID (1-4) 798	POV YR MAKE (6-10)	OWNER'S LAST NAME (31-35)		P & NR (36-40)	GRADE (41-45)	
STATE (71-75)	LICENSE NUMBER (76-80)	COLOR (81-85)	BODY TYPE	VEHICLE IDENTIFICATION NUMBER			
ODOMETER READING		VESSEL (Voyage Number)	AUTHORIZATION CHARGES PAID, ETC.			DATE LOADED (YYMMDD)	
STORAGE LOCATION			BILLING ADDRESS FOR NOTIFICATION PURPOSES				
(1) INSPECTED IN MY PRESENCE, CONDITION ACKNOWLEDGED AS CHECKED BELOW, AND CONDITIONS GOVERNING SHIPMENT ON REVERSE ACCEPTED.			USER CODE	INSPECTION	DATE (YYMMDD)	INSPECTOR'S PRINTED NAME (Last, First, M.I.)	
			X	Turn in joint inspection certificate & Gov't rep	(2)		
			T	POE use (Optional)	(3)		
			□	POE check in Stevedoring when stuffed in ctnr	(4)		
			◇	POE check in Stevedoring when removed from ctnr	(5)		
			○	Release of custody by discharge stevedores	(6)		
			*	POE use (Optional)	(7)		
<p>BEFORE THE POE FOR PROOF OF SHIPMENT FOR RETURN TRANSPORT AT GOVERNMENT EXPENSE OR PROOF OF POV IMPORT CONTROL PROGRAM PARTICIPATION, PRESS FIRMLY</p> <p>(8) AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.</p>							
 <p>FRONT</p>		 <p>LEFT SIDE</p>		 <p>RIGHT SIDE</p>		 <p>REAR</p>	
<p>ENTRY NUMBER (US Customs use only.)</p>							
POV CONDITIONS CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Matted MG - Missing	MI - Mismatched PF - Paint Faded RI - Ripped	RJ - Rubbed SC - Scratched SO - Soiled	TD - Torn WO - Body Worn	
(9) INTERIOR CONDITION	CODE	(10) ACCESSORIES	IN BOX	LOOSE	(11) PROCESSING SERVICE	POE	POD
Front Seat		Catalytic Converter/Polluter			Add/Drain Fuel		
Rear Seat		Side Mirror			Connect/Disconnect Battery		
Rear Mirror		Antenna			Pack Accessories		
Front Seat Belts		Fan Belt			Other		
Rear Seat Belts		Fender Skirt					
Ash Trays		Fire Extinguisher					
Rear Mirror		First Aid Kit					
Rear Panels		Cigarette Lighter					
Arm Rests		Hand Tools/Flashlight					
Rear Speakers (Additional)		Hub Cap					
Cushion		Jack/Lug Wrench					
Upholstery		Jumping Cables					
Radio (AM, FM, Tape)		Luggage Rack					
CB Radio		Blanket					
Compass		Warning Triangle/Trouble Light					
Clock		Spare Tire					
(12) DOO POV IMPORT CONTROL PROGRAM (Appropriate box must be checked on all vehicles.) PRESS FIRMLY							
<p>THIS MOTORCYCLE DESCRIBED ABOVE:</p> <p>a. <input type="checkbox"/> Was manufactured after January 1, 1978 and does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. The owner must post a bond with US Customs prior to vehicle release at the US Port of Entry.</p> <p>b. <input type="checkbox"/> Was manufactured after January 1, 1978 and does have a manufacturer's label affixed certifying its conformance with US EPA emission standards.</p> <p>c. <input type="checkbox"/> Is not subject to the regulations under the Clean Air Act because it was manufactured before January 1, 1978.</p>							

DD Form 788-2, MAY 82

(figure 8-4)

**THE PRIVACY ACT OF 1974. Authority: Title 37, USC, Section 5727 and Title 10, USC 2634. Principal Purpose(s):** Used as a shipping document for inspection and documentation in case of damage and pilferage during shipment of privately owned vehicles of military members, dependents, and Department of Defense employees. **Relevant Uses:** (1) For recording condition of vehicle before and after shipment. (2) Accumulating damage information for use in determining validity of claims for damages filed by member and any third party responsibility. (3) As required by claims systems for reimbursement and completion of accurate statistical data. (4) Where applicable, used as a source document for completion of DD Form 1356, Transportation Control and Movement Document. (5) Serves as a receipt to the owner member from the time the vehicle is turned in for shipment until it is surrendered to the owner. (6) Serves as a jointly certified record of the condition of the vehicle

as the time it is turned in for shipment and the time it is returned to the owner. When properly executed, it also reflects the condition of the vehicle at intermediate points where custody and responsibility change during shipment. (7) Provides basis for fixing responsibility and liability for loss or damage if incurred in shipment. (8) Serves as acknowledgment of understanding and acceptance by owner member of terms under which the vehicle will be transported. (9) Grants authority to place vehicle in storage under specified terms and conditions. (10) Information on this form is released to carriers. **Voluntary:** The personal data (SSN) is disclosed automatically when the individual relinquishes a copy of the orders authorizing the shipment (these orders contain the individual's SSN). If the SSN was not available, verification of the individual's claim for reimbursement (if applicable), would take a considerably longer time to process, and even if of sufficient identity would be likely to increase cases proper names are rarely unique.

#### CONDITIONS GOVERNING SHIPMENT

I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.E.:

1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and a not intended for resale. Owner must also retain a second (extra) set of keys.
2. That the vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicle load and securement.
3. That no land transportation is authorized at Government expense except as specified in Section 12 of the Mailing Persons Act, as amended and 10 USC Section 2634(a).
4. That failure of the owner to provide sufficient permanent type emblems to protect the cooling system to minus 30° F (or lower)

if determined to be necessary by the shipping port) releases the Government of any liability for damage due to freezing.

THIS CERTIFICATE constitutes authority for the placing in suitable storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner. (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of embarkation in the event that the certificate is lost, held up by the owner or his agent within forty-five (45) days after receipt of the notification of its arrival.

I further understand that should the vehicle be placed in such storage, the Government, through its port, would not be responsible for its release or return to the owner or agent.

(13)

#### DELIVERY RECEIPT

##### EXCEPTIONS

BY OWNER	VERIFICATION OR DISAGREEMENT WITH REASONS

TERMINAL SERVICE - PICK-UP IF UNSATISFACTORY, SPECIFY.

☐ SATISFACTORY

☐ UNSATISFACTORY

#### (14) MISCELLANEOUS INFORMATION

I hereby acknowledge receipt of my vehicle in the condition in which I turned it in to the U. S. Government Representative for transshipment, except as noted above.

(15)

SIGNATURE OF OWNER OR AGENT \_\_\_\_\_ DATE (YYMMDD) \_\_\_\_\_  
SIGNATURE OF VERIFYING U. S. GOVERNMENT REPRESENTATIVE \_\_\_\_\_ NAME OF PORT \_\_\_\_\_

DD Form 788-1 Reverse, MAY 82

(figure 8-4 con't)



## CHAPTER 9

### SHIPMENT PROCEDURES FOR PRIVATELY-OWNED FIREARMS

9000. Purpose. This chapter provides policies and procedures for movement of a member's privately-owned firearms (POFs), both interstate and import/export to and from the United States.

#### 9001. Limitations and Prohibitions.

a. Members desiring to transport or ship a National Firearms Act (reference (n)) firearm or a destructive device in interstate or foreign commerce must receive written permission from the Director of the Bureau of Alcohol, Tobacco, and Firearms (ATF), Washington, DC 20026.

b. The transport of any type muffling device or silencer for a firearm is prohibited from shipment.

c. Any weapon or device from which an explosive charge may be expelled while concealed on the person is prohibited from shipment.

#### 9002. Authorization.

a. Shipment of Firearms Within CONUS. Members are authorized to ship all conventional firearms, antique firearms, war trophies, and surplus military firearms, provided the owner is in possession of appropriate licenses and permits or documentation required by law.

b. Exportation of Firearms from the United States. Members are authorized to export all conventional firearms, antique firearms, war trophies, and surplus military firearms, provided the owner is in possession of appropriate licenses, permits, and documentation. All shipments are subject to the restrictions or limitations of each destination area that are published in the PPCIG and respective military service regulations.

c. Importation of Firearms to the United States.

(1) Military members are authorized to import to the United States all firearms previously taken out of the United States by the member and those firearms acquired while overseas for the member's personal use. The member may import war trophies and surplus military firearms if authorized by the member's respective military service. Importation shall be to the member's place of residence and shall comply with those State and local ordinances.

(2) DOD civilian employees are authorized to import to the United States only those firearms that have been certified by US Customs and have been taken overseas by the employees. Firearms acquired by the employee while overseas may not be imported directly to the United States. The employee shall contact an authorized dealer in his or her State of residence in the United States to act in his or her behalf to obtain a permit for importation, after which the employee may obtain the firearm directly from the dealer.

**9003. Responsibilities of Members. Members shall:**

a. Obtain and provide copies, upon request, of documentation authorizations, individual licenses, or registration forms for the firearms to be shipped as a part of an authorized personal property shipment.

b. Ensure all applicable laws and regulations of the U.S., foreign countries, and municipalities are complied with regarding the possession, carrying, registration, and shipment of POFs. Military members are also subject to respective military service-prescribed limitations and regulations.

c. Ensure all firearms are free of explosive charges when turned-over for shipment.

**9004. Application for Shipment of Firearms.** A separate DD Form 1299 shall be executed when the firearm is not to be packed and shipped with the HHG or UB. The make, model, caliber, and serial number of all firearms to be shipped shall be listed on the shipment inventory, whether shipped separately or as a part of HHG or UB. It is advisable for the member to obtain a Customs Form 4457 (Certificate of Registration) from the nearest US Customs office before shipment from the United States as proof of ownership in the United States. Upon reentry to U.S. Customs territory, the member shall provide proof of ownership in the United States. The statement "This shipment contains firearms" shall be placed in the Description of Articles block on the PPGBL.

**9005. Shipment by ITGBL or DPM.**

a. When either ITGBL or DPM is used, the carrier or contractor shall inventory, identify, and pack at the member's residence. Under no circumstances may a carrier or contractor remove firearms from a residence to a warehouse or other facility to prepare them for shipment.

b. Under federal law, the carrier or contractor shall be notified that firearms are being transported.

c. Authorized firearms may be included in accompanied baggage that is not accessible to the owner and is transported in the cargo compartment of the aircraft or vessel.

d. Firearms shall be placed in the number 1 external shipping container positioned so that they are readily accessible for examination by customs when required. The container will be closed at the member's residence.

**9006. Shipment by MAC.**

a. Policies and procedures for the transport of firearms by MAC aircraft are outlined in MAC Manual 76-1.

b. Unless restricted by foreign governments, members may carry unloaded, unprohibited firearms in stowed baggage upon declaration of those firearms to MAC passenger service personnel.

c. Firearms accepted for transport shall be cleared of all ammunition and placed in stowed baggage or in the custody of the aircraft commander's representative during the flight.

d. Individual firearms may be transported as stowed baggage when encased in a suitable gun container and documented as part of the passenger's authorized baggage allowance.

**9007. Shipment through the US Postal Service.**

a. The US Postal Service may be used as an alternate method of shipment of handguns and other firearms when offered as an official shipment between personal property shipping offices (PPSOs).

b. Registered mail is required for these shipments.

c. Consignment Guide instructions apply.

d. Include with the weapons, an approved ATF Form 6, Part II, and ATF Form 6A, if required, under the provisions of DOD 5030.49R, Customs Inspections Regulation for those shipments entering the continental United States (CONUS). Additionally, a PS Form 2966-A, Parcel Post Customs Declaration, must be prepared and affixed to the parcel. The PS Form 2966-A should be redlined unless the shipment complies with US Customs certification procedures, i.e., acceptable proof of prior ownership in the United States, the three-firearm limitation exception or whether firearm is subject to duty.

e. Mailings from an APO or FPO cannot exceed 70 pounds in weight and 100 inches in length and girth combined. Mailings from the 48 contiguous states cannot exceed 15 pounds in weight and not more than 60 inches in length and girth combined.

f. Due to complications that may arise with this method of shipment, PPSOs must limit use of this service to those situations where the member has departed the area and the shipment could not otherwise be handled through

normal shipping methods. Problems which may occur are: lack of adequate storage capability at the destination PPSOs, inability to effect tracer action until 60 days after shipment was made, and postal service liability rules.

9008. Reporting Discrepancies. Carriers, PPSOs, and members discovering theft, attempted theft, or nonreceipt of firearms shall report the incident immediately to their activity commander and by message to HQMTMC, ATTN: MTSS and MTPP. This report shall contain the origin and destination of the shipment; the member's name, rank, and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD components shall establish procedures to ensure appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.

## CHAPTER 10

### SPECIALIZED PROCEDURES

#### 10000. Shipment Tracing.

a. Purpose and Scope. This section establishes procedures for tracing and reporting DOD personal property shipments. It includes shipments by all methods and modes of transportation that have been tendered by a representative of a DOD Component. This section applies to all shipments for which a PPGBL or other shipping document has been issued. Shipments moving in the DTS are subject to the DOD 4500.32-R.

b. Administration of Tracers. Personal property shipments shall be traced to ascertain current location, status, and new ETA when the needs of the member require such action; when the shipment has not arrived by the RDD and the carrier has not reported a delay to the destination PPSO; or when the carrier-reported ETA has elapsed.

(1) When tracing domestic and international TGBL shipments, including "BLUEBARK," the following procedures apply:

(a) The destination PPSO shall first exhaust all telephone-TELEX avenues through the carrier or the carrier's agent at destination to locate the property.

(b) If the property is not located, the destination PPSO shall prepare a message in two parts. Part I is for carrier action and is sent to the home office of the carrier. All ITGBL tracers will be addressed using carriers telex number shown in MTMC ITGBL Personal Property Carrier Approval booklet. Part II is for the origin PPSO to read as follows:

"Review of the service provided reveals the carrier is in violation of the Tender of Service (TOS), paragraph 41e, for failure to provide origin and destination notification of shipment delay."

All tracer messages shall be transmitted electronically under routine precedence. The only time a priority precedence shall be used is in the case of hardship to the member caused by nonreceipt of the property. All tracer messages will include an information copy to the origin PPSO.

(2) Tracer messages shall contain the following information elements and any other information pertinent to the shipment:

(a) Member's last name, first name, middle initial, rank, branch of military service, and SSN.

- (b) Commodity shipped (UB or HHG).
  - (c) Mode or code of shipment.
  - (d) Origin PPSO, including GBLOC.
  - (e) Destination PPSO, including GBLOC.
  - (f) Date of pickup.
  - (g) RDD.
  - (h) PPGBL, airway bill number, TCN, flight number, vessel, or voyage number, if known.
  - (i) POC including name, and commercial telephone number.
  - (j) Remarks, including all actions taken on tracing this shipment before this message. Actions will be listed in chronological order.
- (3) Tracer messages shall ask the carrier to furnish, within 24 hours (for domestic shipments) or 120 hours (for international shipments), the current status, location, and ETA.
- (4) If shipment information is not available, the carrier is required to provide an interim reply within 24 hours or 120 hours, as appropriate, giving an estimated date for final reply.
- (5) When a carrier advises in a reply that the Code 5, T, or J shipment has entered the DTS, the destination PPSO shall initiate a tracer in accordance with MILSTAMP DOD 4500.32-R procedures.
- (6) When there is no reply to the initial tracer message within 24 or 120 hours, or the reply is uninformative the destination PPSO shall initiate a second tracer to the home office of the carrier in the same format as the original. It will state "second request," and the MTMC area command or overseas component for the origin and the destination PPSO shall be added as an information addressee. The area commands shall assist in obtaining information on the shipment. If the shipment is an Army or Air Force-sponsored shipment, the major command of the origin and destination PPSO shall also be added as an information addressee.

## PART II

For origin PPSO: Add TOS paragraph 25 (Failure to trace and provide shipment status in a timely manner) to the list of TOS violation(s) in Part II of the message. Identify the appropriate area command/overseas component as an information addressee.

(7) When there is no reply to the second tracer within 24 or 120 hours (as appropriate) or the reply is uninformative, the destination PPSO shall initiate a "third" tracer request in the same manner as above. In this request the appropriate MTMC area command or overseas component responsible for the origin PPSO shall be elevated to action addressee. The appropriate MTMC area command or overseas component responsible for the destination PPSO will be an information addressee. The message also shall include the military service headquarters of the member as an information addressee. The MTMC area command or overseas component not receiving a response to their inquiries will elevate the action to the Commander, HQMTMC, for assistance. Third tracer request will contain a Part III for the origin PPSO as follows:

"For origin PPSO: The destination PPSO will recommend the origin PPSO suspend the carrier for the TOS violations cited in the previous tracer messages."

c. Shipments Moving by the DPM. When tracing DPM shipments, the destination PPSO shall follow these procedures:

(1) Determine whether the property has been received at the warehouse facility or by the destination DPM packing and containerization contractor.

(2) Send a tracer message to the origin PPSO if the property is not located. The origin PPSO shall respond within 24 hours (for domestic) or 120 hours (for international). If the shipment data is not available, the origin PPSO shall provide an interim reply giving an estimated date for final reply. The message format and communications media shall be the same as indicated in paragraph 10000.b.(2).

(3) Initiate a tracer in accordance with DOD 4500.32-R when the origin PPSO advises that the DPM shipment was forwarded and received by the POE.

(4) When there is no reply to the initial or subsequent tracer request or the reply is uninformative the second or third request, as applicable, shall be performed as stated in paragraph 10000.b.(6) or 10000.b.(7) except that the messages shall be sent to the origin PPSO.

(5) When the property is received, the PPSO initiating tracers shall notify all addressees.

#### 10001. Loss and Damage.

a. Purpose and Scope. This section establishes procedures and provides guidance concerning claims for loss or damage to personal property shipments and documents required for processing and adjudication of claims by military service claims offices.

b. Report of Loss or Damage. The military member shall be counseled to:

(1) In conjunction with the carrier, complete Section B and sign the DD Form 1840 at the time of delivery.

(2) Within 70 days from date of delivery, submit all three copies of the completed DD Forms 1840 and 1840R to the appropriate claims office.

(3) Retain (3) signed and completed copies of the DD Form 1840.

(4) Annotate additional loss or damage found after delivery on the DD Form 1840R (reverse of DD Form 1840).

(5) Within 70 days from date of delivery submit all (3) copies of the completed DD Form 1840 and DD Form 1840R to the appropriate claims office. The claims office will return one copy of the DD Form 1840R to the PPSO acknowledging receipt for use in filing claim, provide one copy to the carrier for notice of additional loss and or damage, and retain one copy for filing within the claims office.

(6) Contact the PPSO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

c. Notice of Loss or Damage, DD Form 1840 (Figure 10-1).

(1) When the PPSO is notified of loss or damage, the PPSO shall:

(a) Retain the carrier provided copy of the DD Form 1840.

(b) Conduct inspection for loss or damage upon request by service member or military service claims office within 10 workdays of request and prepare the DD Form 1841 (Government Inspection Report).

(c) Upon request provide a copy of the PPGBL and any other shipment documents to assist member in a filing a claim.

(d) Contact the PPSO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

(2) Claims offices will return one copy to member acknowledging receipt for use in filing claim; provide one copy to the carrier for additional for notice of additional loss and/or damage; retain one copy for filing within the claims office; and send a legible copy of the DD Form 1840R to the destination PPSO, as specified in block 20 of the PPGBL. DD Form 1840R may be batch-mailed to the destination PPSO at least weekly, assuring that all forms submitted reach the destination PPSO within 10 calendar days of receipt from customer/member.



d. Government Inspection Report, DD Form 1841 (Figure 10-2).

(1) Upon receiving a report of damage to a personal property shipment, the PPSO shall conduct an inspection of the property and prepare a DD Form 1841. The PPSO's inspection shall be conducted within 10 working days of receiving of the report of damage. The inspection report shall describe the nature and extent of the damage and present the PPSO's explanation of the probable cause of the damage.

(2) Distribution.

(a) The original shall be forwarded to the appropriate claims judge advocate or investigating officer, with all required supporting documents below.

(b) One copy shall be provided to the member.

(c) One copy shall be retained by the PPSO.

(d) One copy furnished the origin PPSO.

(e) One copy furnished the carrier assigned on the PPGBL.

e. Supporting Documents. In addition to the DD Form 1841, Government Inspection Report, the PPSO will forward to the Army or Air Force Claims Judge Advocate, Claims Office or in the case of the Navy, Marine Corps, or Coast Guard, the Claims Investigating Officer or if there is no local claims office, to the owner of the damaged property for use in filing a claim, any of the following documents which are available in the PPSO:

(1) One copy of the PPGBL or other document used for shipment or storage.

(2) One copy of DD Form 619 (Figure 5-4).

(3) One copy of any inventories or warehouse receipts used for the shipment that indicate condition of the property at the time of pickup, movement to storage, surrender to an intermediate carrier, and final delivery.

(4) One copy of the receipt provided to the contractor fore a DPM shipment.

f. Personal Property Loss/Damage Claims Information Report, RCS MTMC-56(R2).

(1) When a loss or damage has been reported on a personal property shipment and claim has been duly processed, the military service claims office shall submit a Personal Property Loss/Damage Claims Information Report to the Commander, MTMC, ATTN: MTPP-M, 5611 Columbia Pike, Falls Church, VA

22041-5050. The report shall be submitted monthly and is due on the first workday of each month. (The report for the Air Force is due at the end of each HQ USAF-level processing cycle.)

(2) The Personal Property Loss/Damage Claims Information Report shall consist of the following major data elements for each claims action reported:

- (a) PPGBL or other shipping document number.
- (b) Date of claim.
- (c) Adjudicated amount claimed.
- (d) Amount paid by the Government.
- (e) Amount claimed against the carrier.
- (f) Amount paid by the carrier.
- (g) Date claim was settled.

10002. Inconvenience Claims. The carrier industry generally has shown willingness to honor reasonable inconvenience claims that are the direct result of the carrier's failure to pick up or deliver personal property shipments on agreed-upon dates. While carriers are not required by the Tender of Service to settle or honor claims for inconvenience, the member is entitled to submit such a claim and shall be provided all appropriate assistance in seeking the claim's settlement.

a. PPSO Responsibilities. Both origin and destination PPSOs are responsible for the following:

(1) Advising the member of the member's right to file an inconvenience claim against the carrier for out-of-pocket expenses incurred as a direct result of the carrier's failure to pick up or deliver the member's personal property shipment on agreed-upon dates.

(2) Advising the member of the importance of obtaining receipts for all out-of-pocket expenses incurred as a result of the carrier's service failure. When difficult or impossible to obtain receipts, a statement should be obtained from the member certifying that the claims is correct and accurate.

(3) Advising the member that claims should include only the cost-of-living expense over and above what would normally be expended if the shipment had been picked up or delivered on the required dates. The member should be cautioned that out-of-pocket costs claimed shall be for bona fide necessary extra expenditures. Care shall be exercised by the member to select

hotels or motels with rates that are considered reasonable. Additionally, the rental or purchase cost of tangible household items shall be reasonable and relate directly to relieving a definite hardship being suffered by the member or the member's dependents.

(4) Advising the member of the carrier's policy on inconvenience claims (when the PPSO has been provided a statement of policy from the carrier). Some carriers have filed statements with PPSOs that require notification before out-of-pocket expenditures. PPSOs shall furnish a copy of the carrier's policy statement to the member as soon as the shipment is delayed beyond the RDD.

b. Filing Inconvenience Claims.

(1) Army and Air Force members shall receive assistance in preparation of their claim from the destination transportation office. Navy and Marine Corps members may obtain assistance from either the local transportation office, legal assistance office, or the claims processing office. In all cases, the member is required to file claims directly with the home office of the carrier.

(2) If the claim is denied by the carrier, the member shall contact the PPSO for additional assistance. The PPSO shall appeal the denial to the home office of the carrier, stating in the appeal the facts in the case and the reasons the PPSO feels the claim should be honored.

(3) If the PPSO is unsuccessful in resolving the claim, the file shall be forwarded to the major commands (for Army and Air Force members), military service headquarters for Marine Corp members, and the Navy Material Transportation Office, Norfolk, Virginia for Navy members. The command or military service headquarters shall verify the reasonableness of the claim and, as necessary, forward it to the Commander, MTMC, for assistance in resolving the claim with the carrier. Each claim submitted to the command military service headquarters by the PPSO shall contain the following:

- (a) A statement from the PPSO as to the reasonableness of the claim.
- (b) The actual pickup of delivery dates.
- (c) The agreed-upon pickup date and RDD.
- (d) A copy of the PPSO's appeal to the carrier and the carrier's reply.
- (e) A copy of the member's initial claim letter and the carrier's reply thereto, if available.
- (f) Copies of the member's receipts for out-of-pocket expenses.

(g) Any other pertinent data or documents to support the claim.

(4) If the Commander, MTMC is unable to resolve the claim with the carrier, the member shall be advised of the right to seek recourse by civil court action against the carrier.

10003. Unusual Occurrence.

a. Purpose and Scope. This section describes procedures to be followed to provide timely and necessary traffic management support whenever an unusual occurrence as described below occurs. This section applies to all modes and methods of transportation and storage discussed in this regulation. The provisions apply to the shipment and storage of personal property in CONUS and overseas areas. These provisions apply to all unusual occurrences including, but not limited to, the following:

(1) Acts of God/natural disasters (such as floods, fires, storms, earthquakes).

(2) Strikes, labor disputes, work stoppages.

(3) Civil disturbances.

(4) Unlawful entries, vandalism, theft.

(5) Seizure of a carrier's/contractor's facility for failure to pay just debts.

(6) Closure of a carrier's/contractor's facility due to a court order.

(7) Carrier service failure/cessation of operations/bankruptcy (see paragraph 10007.)

b. Actions to be Taken by PPSOs (CONUS and Overseas). PPSOs who receive notification of an unusual occurrence (as defined in paragraph 10003.a.) shall comply with the following actions, as appropriate:

(1) Immediately notify the applicable MTMC area command/overseas component/designated representative as appropriate. Also notify the appropriate next higher headquarters through the installation commander. When the unusual occurrence has, or can be expected to have, an adverse effect upon the movement or storage of personal property, notification should be by message or, under extreme emergency conditions, by telephone. When the initial report is by telephone, it shall be confirmed by message not later than the next work day. The report shall include the following information if applicable.

- (a) Type and date of the unusual occurrence.
- (b) Extent of known damage.
- (c) Geographic areas currently affected and/or those that may be affected.
- (d) Military installations affected.
- (e) Names and addresses of all facilities affected and those that may be affected. Include TGBL carrier/agent facilities, NTS facilities and DPM contractor's facilities.
- (f) Number of shipments involved by military service.
- (g) Current locations of the affected shipments.
- (h) Destination of the affected shipments.
- (i) Additional information unique to a strike situation (see paragraph 2a(9)).

(2) If deemed necessary, immediately dispatch appropriate personnel from the PPSO and/or SJA/claims office to the scene. Coordinate with the applicable area command/overseas component, theater commander to determine if their representation is also required. This decision will be based on the severity of the unusual occurrence and the personnel resources available. Provide operational and administrative support (i.e., transportation, photographer, clerical, etc.) to those personnel dispatched to the scene. PPSO/Claims personnel, together with the carrier, will:

- (a) Determine the extent of damage, photograph conditions, record findings.
- (b) Determine items that may be salvaged and those that require unpacking, drying, cleaning, repacking, etc.
- (c) Where appropriate, contact the members involved and give them the opportunity to inspect their property and provide disposition instructions (i.e., discard, deliver to residence, etc.).
- (d) When members are not available to inspect their damaged shipments, determine what items are damaged beyond repair/salvage. Damaged beyond repair items, other than those with intrinsic or sentimental value, will be disposed of with SJA/claims office approval. Notify the member in writing of the loss and provide instructions to file a claim. The line-haul carrier involved is responsible for the removal/disposal of that property damaged beyond repair. If no carrier is involved, PPSO will dispose of

property in accordance with applicable military service disposal/salvage regulations. Where items can be repaired/salvaged, notify the member and request instructions on repair/disposal. Do not dispose of damaged reparable property without the member's consent.

(e) Personal property that is damaged while enroute to final destination and is salvageable should be forwarded to final destination for member inspection. Property that is beyond salvage should be handled as directed in paragraph 10003.b.(2)(d) above.

(f) Provide member with as much evidence as available to support member's claim.

(3) Take immediate action to account for, secure, protect, and control all shipments in SIT or the DPM contractor's facility that are located in the affected area.

(4) Coordinate with other activities that have responsibility for a portion of the affected area or use the facilities of other carriers or contractors in the affected area.

(5) Assemble a list of carriers' and agents' facilities that are not affected by the disruption for use in preventing service failures.

(6) Assemble a list of carriers' and agents' facilities outside the installation's area of responsibility that are not affected by the disruption for possible future use in preventing service failures. Facilities outside the installation's area of responsibility shall be used only when authorized by the appropriate MTMC area commander/overseas component.

(7) When the movement of personal property is or will be affected significantly by the unusual occurrence, the military service headquarters concerned shall be requested to declare the military service installations located within the disaster area as "restricted areas." The request shall recommend the dispatch of a worldwide message identifying installations in the restricted area.

(8) For the following unusual occurrences, PPSO personnel are responsible for verifying that carriers/agents/contractors have completed the following actions as applicable:

(a) Theft/Vandalism:

- Notify the appropriate law enforcement agency(s).
- Provide 24-hour security.
- Advise insurance company.

- Ensure security devices (doors, locks, etc.) are properly replaced/repaired.
- Ensure structural damage is repaired.
- Provide a detailed report of loss/damage.
- As necessary, begin unpacking/repacking of affected goods. Opened cartons will be repacked, resealed and marked "inspected."
- Clean/repair items as necessary. Records will be kept of all items sent out for repair, drycleaning, etc.
- Obtain a copy of the police report.
- Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

(b) Flood/Storm/Water or Fire/Smoke Damage:

- Take actions necessary to prevent additional damage.
- Provide 24-hour security.
- Advise insurance company.
- Begin unpacking, inspecting, drying and repacking of affected goods. Cartons opened will be repacked, resealed and marked "inspected."
- Clean/repair items as necessary. Records will be kept to identify all items sent out.
- No items will be discarded until advised to do so by the PPSO.
- Provide a detailed report of loss or damage.
- Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.
- Obtain a copy of the fire inspector's report, if applicable.

(9) Areas Disrupted by a Strike or Work Stoppage.

- (a) In addition to the information required in paragraph 2a(1), also provide the following:

- Labor and management contacts.
- Main issue in dispute.
- Date disruption began or may begin.
- Local union involved, names and telephone numbers of union officials.
- Preliminary evaluation of the situation.

(b) Impartiality in Merits of Labor Disputes. The Federal Acquisition Regulation (FAR) specifies that military representatives shall remain impartial in labor disputes. They shall refrain from taking a position on the merits of any labor dispute and shall refrain from the conciliation, mediation, or arbitration of such disputes. The PPSO, however, should establish and maintain contact with appropriate individuals involved in disputes to ensure that they are taking all possible actions to avoid delays and stoppages in the movement of personal property. If possible, the PPSO shall attempt to obtain a voluntary agreement between management and labor that will permit the continued movement of personal property shipments during the labor dispute. If a general agreement cannot be reached, the PPSO shall seek an agreement for the movement of those shipments required to relieve hardships imposed upon military members. In either case, the PPSO's actions may not involve, or appear to involve, the PPSO in the merits of the dispute.

(10) All household goods shipments must be scored. Shipments involved in unusual occurrences will be scored in accordance with applicable procedures. At the discretion and judgment of the PPSO, the shipment(s) will be included in the carrier's overall shipment evaluation or be forwarded to the carrier under a separate cover letter advising that, while the shipment is being scored, the score will not be counted against the overall average shipment score. A record of shipments not scored will be kept in the carriers performance file for at least 18 months from the pickup date.

c. Actions to be Taken by Installation Commanders. The commander of an installation in an area by a strike, embargo, or work stoppage shall determine those affected shipments that will cause extreme personal hardship to the member and will require special arrangements for release or delivery. Names of the members and the reasons, in detail, for the declared hardships shall be furnished to the appropriate MTMC area command, MTMC overseas component, or MTMC designated representative. Air Force PPSOs shall include the applicable MAJCOM as an information addressee. Before identifying an affected shipment as a hardship case, coordinate with the installation commander to attempt to provide the member or the member's family whatever resources may be available, including Government household furnishings and other light housekeeping items, to alleviate the potential hardship. In addition to notification of hardship cases, specify whether military personnel and equipment under control of the installation will be made available to remove such shipments from the affected facilities.



d. Actions to be Taken by MTMC Area Commands, MTMC Overseas Components, MTMC Designated Representatives. Upon notification of an emergency condition affecting or expected to affect the movement or storage of personal property shipments, the following actions shall be taken, as appropriate:

(1) Immediately notify the Directorate of Personal Property, HQMTMC, and the military services of the nature of the unusual occurrence, the extent of the disruption and the area affected. When warranted by the nature of the situation or at the request of the Commander, HQMTMC, submit periodic progress reports pending return of the areas to a normal condition.

(2) Provide immediate traffic management guidance to the PPSO nearest the site of the occurrence where necessary and ensure compliance with the provisions of paragraph 10003.b.(1).

(3) Advise all PPSOs and military ocean and air terminals of the nature of the occurrence and the capability of installations in the affected area to receive personal property shipments.

(4) Provide instructions for disposition of shipments currently in transit to the affected areas.

(5) Provide assistance to the responsible PPSOs in the diversion or reconsignment of personal property shipments to temporary storage areas and direct the relocation of personal property shipments, as required.

(6) Authorize the PPSO to use carriers' and carriers' agents' facilities located outside the areas of responsibility to prevent service failures.

(7) During a strike or work stoppage, appoint a strike coordinator to maintain contact with the PPSO, union officials and management to assist in the movement of hardship cases. Upon notification from a PPSO that a member's frustrated shipment has been declared a hardship, prepare a message to the Commander, HQMTMC, ATTN: MTPP (information copies to the military service headquarters responsible for the installation) including, but not limited to, the following:

(a) A statement that the commander of the affected installation has determined that hardship exists. For each hardship case, provide the member's name, rank, SSAN, and branch of service, and describe in detail the existing hardship.

(b) Notification of whether the commander of the affected installation will provide, as required, military personnel and equipment to remove shipments from the affected facilities to alleviate hardship cases.

(c) Notification that union and management officials agree to removal of such shipments by military personnel and equipment.

(d) A statement that a uniformed military officer and a union representative shall be present during removal of personal property shipments and that the use of force or the appearance of force shall be avoided, as well as any action that might affect ongoing labor negotiations. In the event of difficulty, removal efforts shall be suspended and military personnel removed, and the situation shall be reported to the Commander, HQMTMC. The concurrence of the responsible SJA shall be secured before the above message is released.

e. Actions to be taken by Headquarters, MTMC. Upon receiving notification of an emergency condition that affects, or can be expected to affect, the movement or storage of personal property shipments, HQMTMC, in coordination with the JAG office, shall:

(1) Issue specific instructions to responsible elements to ensure the continued movement and security of personal property shipments when a major unusual occurrence encompasses a widespread area.

(2) Issue worldwide instructions for disposition of shipments destined to affected areas where restrictions on incoming shipments have been imposed.

(3) Provide necessary guidance for the release and movement of shipments to alleviate reported hardship cases.

(4) Advise each military service headquarters of the number of shipments involved, by service, and provide information about the status of each shipment.

(5) Request approval of the assistant secretary of the military department responsible for an affected installation, to use installation vehicles and uniformed personnel for removal of shipments required to alleviate hardship cases.

(6) Issue specific guidance and instructions to responsible elements to minimize the effects upon the movement of personal property in the event of an unusual occurrence involving major segments of the transportation industry (such as longshoremen or maritime strikes).

(7) Comply with the provision of the MTMC Emergency Traffic Management Plan.

(8) Coordinate with the military services the diversion to other codes/modes those personal property shipments in jeopardy of missing the RDD.

#### 10004. Emergencies Involving Shipments in NTS (CONUS).

a. Purpose and Scope. This subsection prescribes procedures and provides guidance for the notification to the Commander, MTMC, of any incident at a commercial storage facility that affects, or is likely to affect, the storage

of personal property. It applies to any incident (such as flood, fire, and unlawful entry) that causes, or is likely to cause, loss or damage to stored personal property. It also applies to bankruptcy proceedings or any adverse actions against or by a contractor that will impede or prevent the removal of goods from storage or result in loss or damage to stored personal property.

b. Actions to Be Taken by Ordering Officers.

(1) Upon becoming aware of an incident or situation that is causing, or is likely to cause, loss, damage, or frustration of personal property shipments in NTS, the ordering officer shall notify immediately the responsible MTMC RSMO contracting officer. Incidents or situations to be reported include, but are not limited to, the following:

- (a) Natural disasters (such as floods, fires, and storms).
- (b) Unlawful entries.
- (c) Strikes, work stoppages, or embargoes.
- (d) The seizure of a contractor's facility for failure to pay just debts.
- (e) Closure of a contractor's facility in compliance with a court order.
- (f) Action on the part of the contractor or the contractor's creditors to file a bankruptcy petition.
- (g) Failure on the part of the contractor to fulfill all the terms and conditions of the BOA for storage of HHG and related services (see Appendix H).

(2) When requested by the RSMO contracting officer, the PPSO shall furnish a complete list of accounts in storage at the affected facility.

c. Actions to Be Taken by RSMO Contracting Officers.

(1) RSMO contracting officers shall investigate all unusual occurrences or situations (such as fires, floods, unlawful entries, and bankruptcies) to determine the contractor's liability under the terms and conditions of the BOA for storage of HHG and related services (see Appendix H). The unusual occurrence checklist will be used by the RSMO contracting officer during the investigation.

(2) The RSMO contracting officer, immediately upon completion of the investigation, shall provide a preliminary report of the incident to the appropriate MTMC area commander. An information copy of the preliminary

report also shall be provided to Headquarters, MTMC, ATTN: MTPP-Q. Weekly progress reports, as appropriate, shall be submitted pending completion of the RSMO contracting officer's final report.

(3) The RSMO contracting officer's final report shall be forwarded in duplicate through the responsible MTMC area commander to Headquarters, MTMC, ATTN: MTPP-Q, for review and approval. One copy shall be retained in the RSMO contracting officer's files. The report, to be completed as early as possible following the date of the occurrence, shall establish whether or not the contractor is liable for loss or damage. If circumstances should cause a delay in the completion of the investigation, the RSMO contracting officer shall advise the Commander, MTMC, through the appropriate MTMC area commander, of the reasons for the delay and the estimated completion date of the final report. The RSMO contracting officer's final report shall include, but not be limited to, the following:

(a) A narrative description of the occurrence, including a statement specifying the cause of the incident. When possible or appropriate, photographs of the affected facility and damaged personal property shall be included.

(b) The total number and weight of lots stored in the affected facility for each military service, and the number of lots damaged and the extent of the damage applicable to each military service.

(c) Statements from individuals who either observed the occurrence or have knowledge of circumstances surrounding the occurrence. Such statements are very important and should be obtained as soon as possible after the incident.

(d) A record of actions taken by the contractor to prevent loss or damage to the personal property before, during, and after the occurrence.

(e) A copy of any investigation of the incident made by other governmental, municipal, or local activities.

(f) Copies of reports required by AR 420-90.

(g) A copy of the contracting officer's notice to the contractor and a copy of the demand holding the contractor liable for loss or damage to personal property. If the contractor is not held liable, a statement of the rationale for that decision shall be included.

(h) The name of the contractor's insurance carrier and the types and amounts of insurance carried by the contractor to cover losses involved. If possible, a copy of the applicable policies should be included.

(i) The opinion of the appropriate SJA as to the legal sufficiency of the contracting officer's decision.

d. Notification To Be Furnished to the Military Services. To inform the military services of unusual circumstances that may result in the filing of a large number of claims for loss or damage to stored personal property shipments, the Commander, MTMC, shall provide each military service claims office a copy of the RSMO contracting officer's final report.

10005. Participation in Proceedings Before Regulatory, Legislative, and Supervisory Bodies.

a. Responsibilities of the Commander, MTMC. The Commander, MTMC, shall:

(1) Review dockets and notices issued by regulatory, legislative, and supervisory bodies affecting personal property or related transportation in domestic, domestic (offshore), and international traffic and determine the DOD interest and action required within the scope of the DOD Personal Property Shipment and Storage Program.

(2) No representative of any military service shall initiate, defend, participate in, or supply information for such proceedings without prior approval of the Commander, MTMC, except when required by subpoena to testify, in which case the provisions of subsection 10005.i. will apply.

b. Carrier Operating Authority or Service.

(1) Participation in Proceedings. Operating authority refers to the authorization issued by the appropriate regulating body for a commercial carrier to perform the service. When operating authority, service, abandonment of operating authorities, or discontinuance of services is involved, participation shall be undertaken only when:

(a) The Department of Defense is named as a party to the proceedings by a transportation regulatory body;

(b) A transportation regulatory body requests information on matters pending before it; or

(c) The Commander, MTMC, determines that:

- There is no commercial carrier authorized to render the service required by the Department of Defense; or

- The service of authorized commercial carriers is inadequate to fulfill the needs of the Department of Defense; or

- The discontinuance or abandonment of operating authority or carrier service would be detrimental to the Department of Defense, or the expansion of an operating authority would benefit the Department of Defense.

(d) Appreciably greater economy, frequency, or speed of service to the Department of Defense will result.

(e) A person is required by subpoena to testify (see paragraph 10005.h. below).

(2) Evidence. Evidence and participation in proceedings shall be confined to the needs of Department of Defense or such other information as may be required by the regulatory body concerned (consistent with security regulations).

c. Responsibilities of Personal Property Shipping Officers.

(1) Existing Transportation Services. Personal property shipping officers shall continually evaluate the adequacy of available services by all commercial modes of transportation. When existing service is considered inadequate or when changes in the status or mission of the activity may effect the adequacy of available transportation service, or when any member is requested by carriers or by local governmental or civic organizations to participate in or supply information for use in support of applications or petitions for new or additional operating authority, the following information shall be submitted promptly through the serving MTMC area command to the Commander, MTMC:

(a) Source of request and action desired.

(b) Names of carriers.

(c) Information and documents necessary to support the request.

- Currently, different criteria (49 U.S.C. 10922) have been established for approval of permanent motor carrier authority for transportation of US Government shipments in the following two categories: (1) freight, and pack and crate HHG transportation services; and (2) used HHG, hazardous or secret materials, and sensitive weapons and munitions transportation services. Both categories require an ICC finding that the carrier is fit, willing, and able to provide the transportation service. The second category also requires an ICC finding on the basis of evidence presented by persons supporting the issuance of the certificate that the service proposed will serve a useful public purpose responsive to a public demand or need.

- DOD Certifications of Shipper Support (using ICC Form OP-1) for additional HHG, hazardous materials, and other services should provide in detail the unsatisfactory aspects of present service, if any; the specialized service needs of the Department of Defense; and other pertinent reasons for requiring additional motor carrier service.

(d) Transportation officer's recommendation as to action to be taken by the Commander, MTMC.

(2) Support of Disadvantaged Carriers. When a need exists to support a carrier applying for emergency, temporary, or permanent operating authority, PPSOs shall ensure that each disadvantaged carrier is fully considered. The serving MTMC area command may be contacted for assistance in identifying disadvantaged carriers.

d. Responsibilities of MTMC Area Command. Upon receiving of data pursuant to paragraph 10005.c. above, the MTMC area command shall review the recommendation and any supplied material, request any additional information or data deemed necessary, and make appropriate comments and recommendations to the Commander, MTMC. Additionally, if a disadvantaged carrier is not being supported for emergency, temporary, or permanent operating authority, an inquiry shall be made of the shipper to determine the reason. When a disadvantaged carrier has not been considered, action shall be taken to determine where there are any disadvantaged carriers interested in being supported for operating authority to perform the needed service. Successful identification of a disadvantaged carrier desiring support shall be referred to the shipper for determination of the carrier's ability to meet the needs of the shipper. The results of this determination shall be furnished by the shipper to the serving MTMC area command.

e. Release of Information Concerning Actions or Recommendations. Requests for information shall be acted upon in accordance with the procedures prescribed in AR 340-17, SECNAVINST 5720.42C, and AFR 12-30.

f. Proceedings Involving Rates and Matters Other Than Carrier Operating Authority and Service. The Commander, MTMC, shall:

(1) Make appropriate recommendations as to DOD participation in matters of litigation and before regulatory bodies involving transportation and traffic management, when such recommendations are necessary to protect or promote the DOD interests.

(2) When clarification, interpretation, or change of DOD policy is required concerning dockets or notices involving rates and matters other than carrier operating authority and services, advise and make appropriate recommendations to OASD (P&L) L/PP.

(3) Coordinate the development of evidence with, and provide assistance and information to, other shipper services or Government agencies when OASD (P&L) L/PP has delegated authority to such other agencies to represent the Department of Defense in matters before transportation regulatory and supervisory bodies.

g. Personnel Required by Subpoena to Testify. When any member is required by subpoena to testify in proceedings before transportation regulatory agencies, prompt notice of service of such subpoena shall be sent immediately through the serving MTMC area command to the Commander, MTMC. Simultaneously, at Marine Corps activities, an information copy of the

subpoena shall be sent to Headquarters, U.S. Marine Corps, and at Air Force activities, an information copy of the subpoena shall be sent to Headquarters, USAF (LET). Notice shall be sent by a medium that such means as will allow reasonable time for necessary action before the date of proceedings.

h. Designation of Representatives. The Commander, MTMC, shall obtain appropriate coordination in the determination and designation of DOD representatives to appear in regulatory proceedings.

i. Security Information. In all phases of proceedings before transportation regulatory bodies, DOD representatives shall be guided by applicable shipper service regulations pertaining to the disclosure of security information.

10006. Personal Property Shipments of Deceased Members.

a. Purpose and Scope. This section sets forth policy and procedures for transportation of personal property of deceased members. It prescribes procedures to be followed at both origin and destination and designates responsibilities for notification and shipment monitoring. This section applies to all methods and modes of shipment of personal property for deceased members. For guidance on entitlements, processing, and preparation for shipment, the sponsoring military service regulation and the JFTR shall apply.

b. BLUEBARK Designation. The codeword "BLUEBARK" shall be used to designate a personal property shipment of a deceased member, or deceased dependent of a member.

c. Origin PPSO. In the case of a BLUEBARK shipment, origin PPSO shall:

(1) Mark the codeword "BLUEBARK" in a conspicuous place on all shipping documents.

(2) For shipments within CONUS, telephone the destination PPSO of the impending BLUEBARK shipment and all shipment particulars. The destination PPSO shall be advised that advance shipment documentation shall be forwarded by mail; and the destination PPSO shall be provided, as a minimum, the consignee's name and address, the RDD, and the name of the carrier to which the shipment was tendered. On shipments from, to, or between overseas areas, notification shall be accomplished by administrative message.

(3) Send copies of all documentation (annotated with the codeword "BLUEBARK") to the destination PPSO. Advance documentation shall be mailed in a timely manner to allow the destination PPSO sufficient time to contact the carrier and consignee before arrival of the shipment.

d. Destination PPSO. In the case of a BLUEBARK shipment, the destination PPSO or the PPSO's representative shall:



(1) Contact the destination agent and the consignee upon receipt of advance documentation to effect coordination of the delivery.

(2) Inform the appropriate survivor assistance officer (if known) of the projected shipment delivery.

(3) Inspect the shipment upon delivery and remain at the delivery site to record damages and provide assistance and information to the consignee.

#### 10007. Carrier Failure/Bankruptcy Procedures.

a. Purpose and Scope. This section establishes procedures to be followed when a DOD approved carrier's service failure, disqualification or bankruptcy precludes that carrier from completing movement of shipments still in the transportation pipeline. These procedures are to be used only when directed by HQMTMC to move shipments frustrated as a result of the carrier action described above. This section applies to personal property shipments that may become frustrated at some point in the transportation pipeline due to a DOD approved carrier's inability to complete movement due to their service failure/cessation of operations/bankruptcy, disqualification and similar occurrences.

#### b. Action Taken by Headquarters, MTMC.

(1) Confirm any report of carrier failure to perform/cessation of operation/bankruptcy and advise all personal property offices on actions to be taken against the carrier (i.e., worldwide nonuse, disqualification, removal from the DOD program).

(2) For ITGBL shipments, contact the performance bond surety company and provide them the opportunity to perform the onward movement of frustrated shipments.

(3) Provide termination/onward movement instructions (detailed in paragraphs 10007.e. through 10007.j.) to all personal property offices for shipments frustrated in the pipeline. Ensure GSA and the military finance centers and claims headquarters are notified.

(4) Solicit one-time-only (OTO) rates, either by port or individual OTOs, to cover movement of shipments frustrated at a port due to nonpayment of ocean charges.

(5) Request the carrier involved provide a listing of all shipments still in the pipeline to MTMC area commands, overseas components, or other designated representatives to enable them to monitor the onward movement of the shipments. List should include current location; destination PPSO;

member's last name, first name; rank; SSN; branch of service; PPGBL Number and Code of Service; pieces/wt/cube; origin; PU date; RDD and any other information such as ocean carrier; sail date; vessel; container number and OBL number.

(6) Request the destination PPSOs provide their cognizant MTMC area command, overseas component, or designated representative a listing of all shipments for the carrier that have not arrived at destination.

(7) Request PPSOs provide a listing to HQMTMC of all shipments terminated and retendered. HQMTMC will consolidate and forward this information to GSA for their use in the audit and recoupment of excess funds spent by DOD to complete movement of the frustrated shipments.

(8) Request GSA provide HQMTMC the results of recoupment actions taken for forwarding to the military services.

c. Action Taken by MTMC Area Commands/Overseas Components/Designated Representatives.

(1) Identify shipments that may be frustrated at a port agent facility ready for onward movement and advise the PPSO responsible for the port area to issue necessary documentation to effect movement to final destination, following the applicable procedures outlined below in paragraphs 10007.e. through 10007.j.

(2) Unless directed otherwise by HQMTMC-PP, also identify shipments that may be frustrated by an ocean carrier due to nonpayment of ocean charges. These shipments will require OTO rate solicitations to pay the ocean freight charges, port handling charges, and movement to final destination. If there is sufficient volume at a port, notify HQMTMC-PP-CI to solicit a port OTO (see paragraph 10007.i.). If there is not sufficient volume at a port to solicit a port OTO, notify MTMC-PP-CI to solicit individual OTO rates for these shipments, following the procedures outlined in paragraph 10007.i. A copy of the OTO request to HQMTMC will be provided to the applicable destination PPSOs to alert them that they will be required to issue the OTO documentation for their shipments.

(3) Monitor the movement of all shipments frustrated in their area of responsibility.

(4) Monitor the movement progress of shipments not yet at destination from the listing provided by the destination PPSOs.

(5) Provide guidance/direction to the PPSOs on problems areas.

(6) Forward problems that cannot be resolved at their level to HQMTMC for resolution.

d. Action Taken by PPSOs.

(1) Identify/locate all shipments frustrated in their area of responsibility (i.e., origin, enroute, destination).

(2) As directed by HQMTMC, provide the cognizant area command, overseas component, or designated representative a list of all shipments which have not arrived at destination.

(3) Take action, in accordance with MTMC instructions, to effect onward movement and issue all documentation (as detailed in paragraph 10007.e. - Procedures) necessary to complete movement of shipments frustrated in their area of responsibility (to include those shipments at origin or destination port agent facilities ready for onward movement). EXCEPTION: Those ITGBL Codes 4 and 7 shipments that are frustrated at a commercial ocean port due to nonpayment of ocean charges will require the solicitation of OTO rates by HQMTMC. Unless otherwise directed, the applicable area command/overseas component/designated representative will request the OTO rates from HQMTMC and will notify the applicable destination PPSOs who will be responsible for issuing the documentation for onward movement of these shipments (see paragraph 10007.i.).

(4) Notify the applicable MTMC area command, overseas component, or designated representative of any problem areas.

(5) Upon completing issuance of documentation, provide HQMTMC a listing of all shipments terminated/retendered, to include any documents requested, using the format outlined in paragraph 10007.j. This data must be provided to HQMTMC as soon as possible after completion so that HQMTMC can notify GSA to take set off action for the excess costs expended to complete movement.

e. PROCEDURES. All personal property offices, upon receipt of notification from HQMTMC to terminate shipments, should immediately inspect all local agent facilities in their area of responsibility to identify shipments of the carrier (i.e., at origin, a point enroute, or at destination) and take responsibility for the termination and arrangement of alternate transportation to final destination in accordance with the following instructions:

f. Shipments Still at Origin.

(1) Shipments that have been booked but PPGBL has not been issued--rebook with another qualified carrier.

(2) Shipments that have been booked, PPGBL issued, but no origin services have been performed--rebook with another qualified carrier. Cancel the original PPGBL and issue a new PPGBL. Advise member of the change in carrier, if possible.

(3) PPGBL issued, shipment picked up by and still at the origin agent's facility--rebook shipment with another qualified carrier represented by the same agent, if cost effective. Cancel the original PPGBL by issuing a GBL Correction Notice, (SF 1200). State in remarks block, "PPGBL cancelled due to (i.e., nonuse, disqualification, etc.) of (name of carrier). Issue a new PPGBL to the new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and the new PPGBL. State in the Remarks Section (block 25) of the new PPGBL, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." Advise member of the change in carrier, if possible.

(4) PPGBL issued, shipment picked up by and still at the origin facility--rebook shipment with another qualified carrier represented by the same agent, if cost effective. If the origin agent represents no other cost effective carrier--rebook with another qualified carrier using the following instructions. Advise member of the change in carrier if possible.

(a) Army, Air Force and Navy Shipments:

1 If the origin agent has a SCAC and has the original PPGBL, issue a GBL Correction Notice (SF 1200) to change the name of the carrier to that of the agent and to terminate the PPGBL. State in remarks block "PPGBL terminated at origin due to (i.e., nonuse, disqualification, etc.) of (name of carrier)" and "Origin agent can bill for origin services on this PPGBL." The agent should submit billing on a public voucher (SF 1113) to the appropriate finance center with the original PPGBL, GBL Correction Notice and DD Form 619 certified by the PPSO. Issue a new PPGBL to a new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and the new PPGBL. State in the remarks section of the new PPGBL, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment," and also state, "Onward movement of frustrated shipment due to the (i.e., nonuse, disqualification, etc.) of (name of carrier). For ITGBL shipments moving under single factor rates, show the SFR reduction for non-performance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. (\$ ) per (net or gross) cwt reduction to SFR." For domestic shipments already packed state on new PPGBL "No packing services performed. Carrier can bill for line haul and services certified by PPSO."

2 If the origin agent does not have the original PPGBL or has not been assigned a SCAC, issue a GBL Correction Notice to cancel the original PPGBL. State in remarks block: "PPGBL cancelled due to (i.e., nonuse, disqualification, etc.) of (name of carrier). Issue a new PPGBL to a new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. State in Remarks Section (block 25): "Onward movement of frustrated shipment due to the (i.e., nonuse, disqualification) of (name of carrier)," and "HHG containers which are the

property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." For ITGBL shipments moving under single factor rates, show the SFR reduction for nonperformance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies, (\$ ) per (net or gross) cwt reduction to SFR." For domestic shipments already packed state on new PPGBL "No packing services performed. Carrier can bill for line haul and services certified by PPSO." Pay the origin agent for services performed under a local purchase order or blanket purchase agreement.

(b) **Marine Corps Shipments only:** Issue a GBL Correction Notice to cancel the original PPGBL. State in remarks block: "PPGBL cancelled due to (i.e., nonuse, disqualification) of (name of carrier)." Issue a new PPGBL to a new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL correction notice and new PPGBL. State in Remarks Section (block 25) of the new PPGBL: "Onward movement of frustrated shipment due to the (i.e., nonuse, disqualification) of (name of carrier)" and "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." For ITGBL shipments moving under single factor rates, show the SFR reduction for nonperformance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. (\$ ) per (net or gross) cwt reduction to SFR." For domestic shipments already packed state on new PPGBL "No packing services performed. Carrier can bill for line haul and services certified by PPSO." The origin agent should submit an invoice for services performed to the origin PPSO for certification and then forward the invoice to the Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA, 31704, for payment with a copy of the DD Form 1299, orders, DD Form 619, copy of GBL Correction Notice and cancelled PPGBL.

g. Shipments at Destination.

(1) Shipments at the Destination Agent's Facility. Terminate at destination by issuing a GBL Correction Notice (SF 1200) effective the date shipment was received by the destination agent. State in the remarks section, "PPGBL terminated at destination agent due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." ITGBL shipments moving under single factor rates that include unpacking, show SFR reduction for nonperformance of unpacking as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. (\$ ) per (net or gross) cwt reduction to SFR." HHG containers which are the property of (name of carrier) will be made available to the (name of carrier) agent upon delivery of the shipment." Use the DPM contractor for all further services or pay the destination agent for services performed as follows:

(a) **Army, Air Force, and Navy:** Pay the destination agent on a local purchase order or blanket purchase agreement.

(b) **Marine Corps:** Destination agent should submit an invoice for services performed to the destination PPSO for certification and then forward the invoice to the Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA, 31704, for payment with a copy of the DD 1299, orders, DD 619, GBL Correction Notice and terminated PPGBL.

(2) Shipments being held by a line haul/flatbed/motor freight carrier at destination for payment of line-haul charges. Handle as follows:

(a) The destination PPSO will terminate the original PPGBL at the point where the delivering line haul carrier picked up the shipment, (i.e., destination port) by issuing a GBL Correction Notice (SF 1200). State in the remarks section, "PPGBL terminated at (state point where shipment was terminated) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(name of carrier) can bill for services performed to (state point where shipment was terminated)." Issue a new PPGBL to the line haul carrier that moved the shipment to destination showing the origin (block 19) as the point where the line haul carrier picked up the shipment, and Consignee (block 18) as the DPM contractor at destination. State in the Remarks block (block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)," and "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL.

h. Intermediate Locations.

(1) Shipments on hand at intermediate locations. The PPSO responsible for the area where the property is located (to include shipments at origin or destination port or port agent facilities) should terminate the shipment by issuing a GBL Correction Notice, SF 1200, effective the date shipment was received. State in remarks section, "PPGBL terminated at (state point where shipment was terminated) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(Name of carrier) can bill for services performed to (state termination point)." Issue a new PPGBL for onward movement using the following instructions.

(a) Shipments at the destination port or destination port agent. Tender the shipment as either a DPM shipment or a Code 2 domestic shipment. Issue a new PPGBL to the new carrier to final destination showing origin (block 19) as the point where the shipment is located. Cross reference the old and new PPGBL and carrier names on both the GBL correction notice and new PPGBL. State in Remarks Section (block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)," and, when applicable, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." If shipment is moved as a Code 2 shipment, state in the Remarks Section (block 25)" "No packing services

performed. Carrier can bill for line haul and services certified by PPSO." Code 2 carrier must obtain new weight tickets. If shipment is being held by the port agent for payment of port services, arrange for payment to the port agent by local purchase order or if moving via Code 2, a DD Form 619 as applicable. For overseas DPM shipments, the above information will be entered on the freight warrant or other document issued to complete movement to destination.

(b) Shipments at the origin port or origin port agent. Tender shipment to a new ITGBL carrier with cost favorable rates from the termination point. In remarks section show the SFR reduction for non-performance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. (\$ ) per (net or gross) cwt reduction to SFR." The new carrier must obtain new weight tickets. State in Remarks Section (block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)," and if applicable, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." Cross reference the old and new PPGBL and carrier names on both the GBL Correction Notice and new PPGBL.

(2) Shipments being held by line-haul/flatbed/motor freight carriers at origin port for payment of line haul charges. Handle as follows:

(a) The PPSO/port who receives information that shipment is being held at the port will notify the origin PPSO who will terminate the original PPGBL at the origin agent's warehouse by issuing a GBL Correction Notice, SF 1200. State in the remarks section, "PPGBL terminated at (name of origin agent) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)."  
"(name of carrier) can bill for origin services only in accordance with item ( ) of ITGBL Rate Solicitation number (state applicable number)."

(b) Origin PPSO will issue a new PPGBL to a new carrier from origin agent's warehouse to final destination. Advise new carrier that shipment is being held by line haul/flatbed/motor freight carrier at the origin port (identify specific location) and the new carrier will be required to pay the carrier holding the shipment for the line haul charges to the port and arrange onward movement to final destination. PPGBL Remarks Section (block 25) should show SFR reduction for non-performance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. (\$ ) per (net or gross) cwt reduction to SFR." Also state in Remarks Section, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment," and "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)."  
Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. New carrier must obtain new weight tickets.

(c) Domestic shipments abandoned/frustrated at a point enroute to final destination. The PPSO responsible for the area where the shipment is frustrated will terminate the original PPGBL at the point where the shipment is located by issuing a GBL Correction Notice (SF 1200). State in remarks section: "PPGBL terminated at (show point where shipment is located) due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(name of carrier) can bill for services to (show point where shipment is located)." Issue a new PPGBL to a new carrier for movement to final destination showing the origin as the point where shipment is presently located and state in the Remarks Section (block 25), "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." For Code 2 (containerized) shipments, state in remarks section, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment," and "No packing services performed. Carrier can bill for line haul and services certified by PPSO." Cross reference the old and new PPGBLs and carrier names on both the GBL correction notice and new PPGBL. The carrier must obtain new weight tickets.

(3) Domestic shipments moving by an alternate carrier for (name of carrier) that become frustrated enroute. The PPSO receiving information that a shipment is being held will notify the origin PPSO who will cancel the original PPGBL at origin by issuing a GBL Correction Notice. State in remarks block "PPGBL cancelled due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." Issue a new PPGBL to the alternate carrier from origin to final destination. Cross reference the old and new PPGBLs on both the GBL Correction Notice and new PPGBL. If alternate carrier does not have rates on file, move under the carrier's commercial tariff. The new carrier must obtain new weight tickets.

(4) Domestic shipments moving by an interline carrier that become frustrated enroute. The PPSO responsible for the area where the shipment is frustrated will terminate the original PPGBL at the point where the interline carrier received shipment by issuing a GBL Correction Notice. State in remarks section, "PPGBL terminated at (show point where shipment was interlined) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(name of carrier) can bill for services to (show point where shipment was interlined)." Issue a new PPGBL to the interline carrier showing the origin as the point where the shipment was interlined. State in Remarks Section (block 25), "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." For Code 2 (containerized) shipments, state in Remarks Section, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment", and "No packing services performed. Carrier can bill for line haul and services certified by PPSO." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. If interline carrier does not have rates on file, move under the interline carrier's commercial tariff. The new carrier must obtain new weight tickets.



(5) Domestic mobile home or boat towaway shipments will be handled in accordance with the "Termination of Service" item in the Mobile Home Solicitation.

i. Shipments Detained by Ocean Carriers for Nonpayment of Ocean Charges.

(1) Unless otherwise directed by HQMTMC-PP, the MTMC area commands/overseas components/designated representatives will ascertain those shipments being held at the ports in their area of responsibility for nonpayment of ocean charges and will notify HQMTMC-PP-CI to solicit OTO rates. Coordination with HQMTMC-PP-CI may be necessary to determine whether port solicitations or individual shipment OTOs are required. Request for individual OTOs must include the member's name/rank/SSN, code of service, PPGBL, RDD, origin port, present location of shipment, pieces/weight/cube, ocean carrier/vessel/voyage number, ocean bill of lading (OBL) number, container number, final destination, and responsible destination PPSO.

(2) HQMTMC-PP-CI will solicit competitive OTO rates by individual ports (see Figure 10-3) or, where volume is limited, by individual shipment rather than by port. Carriers that bid will be required to pay the ocean charges and all other charges that may have accrued (i.e., demurrage, storage, port handling, drayage, etc.) and complete movement to final destination.

(3) When the OTO bids have been processed, HQMTMC will provide the applicable destination PPSOs, MTMC area commands/overseas components/designated representatives, by message, the names of the carriers selected to move the shipments. If the solicitation is by port, the primary and secondary carriers selected to service each port, their OTO tender number, and the applicable rate information will be provided.

(4) Each destination PPSO that has shipments in this category will be responsible for issuing all documentation for shipments destined to their activity. If the solicitation is by port, the cognizant MTMC area command/overseas component/designated representative will provide the responsible destination PPSOs a list of all shipments being held at various ports that are destined to their activity. The list will include the member's name, PPGBL number, origin port, and present location of shipment. Upon receipt of this information, each destination PPSO will be responsible for issuing the following documents to complete movement of these shipments.

(a) Issue a GBL Correction Notice (SF 1200) to terminate the original PPGBL at the origin port. State in Remarks Section "PPGBL terminated at (name of origin port) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(name of carrier) can bill for services to the origin port only in accordance with items ( ) of ITGBL Rate Solicitation number (state applicable number)."

(b) Issue a new PPGBL to the OTO carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. In the "From" block (block 19) of the new PPGBL show the name of the origin port where original PPGBL was terminated and state in the Remarks Section (block 25) the current location of the shipment (i.e., Port of Baltimore). In "Consignee" block (block 18) show the final destination of the shipment. State in "Remarks" Section, (block 25) "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent upon delivery of shipment" and "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier).". In "Tariff or Special Rate Authorities" Section (block 31) show the OTO tender number and OTO rate. If solicitation is by port, show the OTO tender number and statement "See Remarks block." In "Remarks" section (block 25), show the rate information provided by HQMTMC (MTPP-CI). OTO carrier must obtain new weight tickets. For pickup date, use date PPGBL was issued. Establish RDD based on the pickup date, plus 5 days.

j. Recoupment of Excess Funds Expended by DOD to Complete Movement.

(1) All PPSOs, immediately upon completion of retendering all frustrated shipments detailed in paragraphs 10007.e. through 10007.i. above, must forward to Headquarters, MTMC, ATTN: MTPP-QO, a list of all shipments retendered by their activity using the following format:

Member's last name, first name, MI, rank, SSN, branch of service  
Original PPGBL number  
Name of new carrier  
New carrier's PPGBL number  
Paying finance office

NOTE: If a purchase order or freight warrant was issued to cover payment of services performed, indicate this and provide a copy of the paid bill to Headquarters, MTMC, MTPP-QO.

(2) HQMTMC will consolidate the data and forward to GSA for their use in the audit of these shipments to recoup excess funds expended by the DOD to complete movement of these shipments. It is imperative that the data be provided immediately after the shipments have been retendered and documentation issued so that GSA can be alerted and actions taken against the carrier involved.

(3) HQMTMC will request GSA provide the result of recoupment actions taken against carrier for forwarding to the military services involved.

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY			
Privacy Act Statement			
<b>AUTHORITY:</b>	The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).		
<b>PRINCIPLE PURPOSE(S):</b>	The information requested is to be used in evaluating claims.		
<b>ROUTINE USE(S):</b>	The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.		
<b>DISCLOSURE:</b>	Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.		
<b>GENERAL INSTRUCTIONS:</b> The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.			
SECTION A - GENERAL (To be completed by carrier/contractor)			
1. NAME OF OWNER (Last, First, Middle Initial)	2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)	
7. PPGBL/ORDER NUMBER	8. PICKUP DATE	9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR. REF. NO.	
SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)			
<b>13.</b> Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.			
a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)	
<b>14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)</b> a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived c. I estimate the amount of my loss and/or damage at \$ d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim. e. Telephone Number f. Date Signed g. Signature			
<b>15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)</b> a. Property was delivered in apparently good condition except as otherwise noted above. b. I will initiate tracer action for missing items. c. Name of delivering carrier/agent/contractor d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No e. Signature f. Date Signed			

DD Form 1840, JAN 88  
157812

Previous editions are obsolete.

PAGE OF PAGES

MEMBER

(figure 10-1)



<b>GOVERNMENT INSPECTION REPORT</b>		<b>PREPARING INSTALLATION</b>	
NAME OF PROPERTY OWNER		DESTINATION ADDRESS (Street, City, State and ZIP Code)	
MODE OF SHIPMENT			
<b>PROPERTY SHIPPED</b>		<b>DATE OF DELIVERY TO OWNER</b>	
FROM: (Include ZIP Code)	TO: (Include ZIP Code)	WT OF SHIPMENT	NO. OF PIECES
NAME AND ADDRESS OF GOVERNMENT BILL OF LADING CARRIER (Include ZIP Code)		GBL NUMBER	
		AIRWAY BILL NUMBER	
		CARRIER'S BILL OF LADING NUMBER	
NAME AND ADDRESS OF WAREHOUSE (If shipment from nontemporary storage) (Include ZIP Code)		LOT NUMBER	
		SERVICE ORDER NUMBER	
NAME AND ADDRESS OF DELIVERING CARRIER (If not agent of Government bill of lading carrier) (Include ZIP Code)		CONTRACT NUMBER	
<b>DISCREPANCIES NOTED BY INSPECTOR</b> (Use supplemental sheets if necessary)			
CARRIER'S INV. NUMBER (Carton No. if packed item)	ARTICLE	DESCRIBE LOCATION, NATURE AND EXTENT OF NEW DAMAGE AND APPARENT CAUSE OF DAMAGE (State "MISSING" if applicable)	WEIGHT (Lbs) OF ARTICLE OR CARTON IF PACKED ITEM

DD FORM 1841  
1 SEP 77

REPLACES DD FORM 1841, 1 JAN 72, WHICH CAN BE USED.

(figure 10-2)

<b>INVENTORY NUMBERS OF CARTONS OR CONTAINERS WITH VISIBLE EXTERNAL DAMAGE</b> (Describe damage to each and apparent cause of damage)		
<b>PACKING VIOLATIONS NOTED</b> (Describe in detail) (See MIL-STD-313a)		
<b>CERTIFICATE OF INSPECTOR</b>		
I personally made the above inspection on the date shown and certify that the conditions as shown on this report of _____ pages accurately reflect the loss and/or damage incurred during shipment and/or storage.		
DATE OF INSPECTION	TYPED NAME AND GRADE OF INSPECTOR	SIGNATURE
<b>CERTIFICATE OF PROPERTY OWNER</b>		
I have examined this report of _____ pages and the conditions shown accurately and completely set forth the entire loss and/or damage to my property incurred during shipment and/or storage.		
DATE	SIGNATURE	
<b>CERTIFICATE OF TRANSPORTATION OFFICER</b>		
I certify that the information on this report of _____ pages is accurate and complete to the best of my knowledge.		
<b>"NOTICE OF LOSS OR DAMAGE" DISPATCHED</b>		
DATE	ADDRESSEE	
DATE	ADDRESSEE	
DATE OF REPORT	TYPED NAME OF INSTALLATION TRANSPORTATION OFFICER	SIGNATURE

(figure 10-2 con't)

## OTO Port Solicitations

### CONUS

Baltimore, MD  
Charleston, SC  
Houston, TX  
Jacksonville, FL  
Los Angeles, CA  
    (includes Long Beach)  
Miami, FL  
New Orleans, LA  
New York, NY  
Norfolk, VA  
San Francisco, CA  
    (includes Oakland)  
Savannah, GA  
Seattle, WA  
Toledo, OH

### OVERSEAS

Agana, GQ  
Algeciras, SP  
Balboa, PN  
Bremerhaven, GE  
Cadiz, SP  
Catania, IT  
Cristobol, PN  
Felixstowe, UK  
Glasgow, SCOT  
Greenock, SCOT  
Holy Loch, SCOT  
Honolulu, HI  
Inchon, KS  
Iraklion, CR  
Iskenderun, TU  
Istanbul, TU  
Izmir, TU  
La Maddalena, IT  
Leghorn, IT  
Manila, RP  
Naha, OK  
Naples, IT  
Piraeus, GR  
Pusan, KS  
Rota, SP  
Rotterdam, NL  
San Juan, RQ  
Yokohama, JA  
Yokosuka, JA

(Figure 10-3)

## CHAPTER 11

### THE US GOVERNMENT BILL OF LADING-- PRIVATELY OWNED PERSONAL PROPERTY (PPGBL) (SF 1203) AND THE US GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200)

11000. Purpose and Scope. This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the PPGBL (Figure 11-1). The PPGBL will be used for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD sponsored personal property shipments, mobile homes and POVs eligible for movement on a PPGBL. (This chapter does not apply to the Do-It-Yourself (DITY) Program.)

#### 11001. Responsibilities.

a. Headquarters, MTMC, is responsible for prescribing administrative procedures regarding the use of bills of lading for the procurement of commercial transportation services on behalf of DOD.

b. The Administrator, GSA, is responsible for prescribing procedures governing the use of GBLS throughout the Government. GSA has published the regulations and procedures governing the procurement of and the billing and payment for transportation services for the account of the United States in 41 CFR 101-41.3, Freight Transportation Services Furnished for the Account of the United States.

#### 11002. Procedures.

a. Supply. Requisition for PPGBLs will be submitted through normal military service publications supply and distribution channels. PPSOs are responsible for maintaining an adequate supply of PPGBLs at their activity.

#### b. Accountability.

(1) PPGBLs are accountable documents. Each shipping activity will maintain records of bill of lading issued and the supply on hand. Local internal procedures must be established to control stock and assign accountability for PPGBL issuance and use. The PPSO, or in the absence of an PPSO, and acting PPSO, will be appointed in writing as the responsible PPGBL issuing officer and held accountable for PPGBL control, safekeeping and disposition. To facilitate control, PPGBL sets are serially numbered when printed. The numbers are immediately preceded by symbol letters which are



approved by the Comptroller General of the United States and should always be included in any reference to a PPGBL number. Packages of PPGBLs should be opened immediately upon receipt and inventoried by the PPGBL issuing officer (or a designated representative) to verify that none are missing.

(2) Computer-Prepared PPGBLs.

(a) PPSOs having facilities for computer preparation of PPGBLs may order them in continuous tractor-feed, fanfold format through appropriate Government distribution centers. Authorization must be obtained from GSA to imprint PPGBL numbers at the time of issuance.

(b) PPSOs participating in the TOPS Program will request forms and PPGBL numbers through normal TOPS Switching mechanisms.

(3) Overprinting. When it is economical and advantageous to do so, agencies may order any or all of the following information overprinted on GBLs and PPGBLs:

- (a) Name of shipper (agency/department and bureau of service.)
- (b) Bill to or paying office.
- (c) Name and title of issuing officer, issuing office, and place of issue.
- (d) Appropriation or fund chargeable.
- (e) Origin.

To do this, the requesting agency must submit a printing requisition (SF 1-C or GPO Form 1026-A) to the accountable forms office in the Federal Supply Service (ATTN: FCNI), General Services Administration, Washington, DC 20406, for direct procurement.

(4) Transfer of Forms. Blank serially numbered original PPGBLs or preassembled sets which have been issued to transportation officers or their designated agents may be transferred only to other transportation officers or their agents.

(5) Disposition of Unfit or Cancelled PPGBLs. When PPGBLs have become mutilated or otherwise unfit for use or have been issued and the planned shipment is subsequently cancelled for any reason, all parts except the original will be destroyed. The original PPGBL shall be marked "Cancelled" or "Void" and shall be filed in the property shipped PPGBL file. When circumstances prevent filing of the cancelled or voided original document, the property shipped copy or a substitute memorandum copy with appropriate notation of disposition of the original PPGBL shall be filed in the property shipped file.

(6) Reporting of Lost, Stolen, or Missing PPGBLs. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer shall be reported to the disbursing officer responsible for payment of transportation accounts.

(7) Recovery of Lost, Stolen, or Missing PPGBLs. When PPGBLs reported as lost, stolen, or missing are recovered, they will not be placed in stock and used unless the number recovered is 20 or more. In this case, the symbols and serial numbers will be reported to the proper disbursing officer. Quantities less than 20 will be recorded as prescribed in paragraph 11002.b.(5) and then destroyed.

c. Issuing Officer. Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

d. Format.

(1) The PPGBL consists of five separate basic forms. It is produced in a seven-part carbon-interleaved set for simultaneous preparation. The standard form numbers, form title, color and distribution are described in paragraph 11004.

(2) In all instances, the PPGBL-original (SF 1203), shipping order (SF 1204), and the freight waybill-original (SF 1205) shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original PPGBL where the certification is printed "Certificate for Receipt of Shipment and Original Bill of Lading."

11003. Preparation of the PPGBL.

a. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. When different entries are required due to different methods of shipment (such as TGBL, DPM, mobile home, or POV), instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

b. (Block 1) Transportation Company and Agent Tendered To. Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "company," "incorporated," or "limited," as appropriate. (These words may be abbreviated

as co., inc., and ltd.) No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the LOI in parentheses after the business name of the initial line-haul carrier.

c. (Block 2) SCAC. Enter the four-position SCAC assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

d. (Block 3) Service Code.

(1) TGBL Shipments. Enter the appropriate code of service; such as code 1, code 4, or code J.

(2) DPM Shipments. Enter the applicable two-position DPM alpha code such as HE, BA, or VG. DPM alpha codes are defined in Appendix D.

(3) Mobile Homes. Enter the code "S".

(4) POVs. Enter the code "C".

e. (Block 4) Shipment Number. When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example, 1 of 3, or 2 of 3). When only one shipment is made, enter "1 or 1."

f. (Block 5) Date PPGBL Issued. Enter the calendar date (day, month, and year) (such as 4 Nov 87) on which the first entry is made in preparing the PPGBL.

g. (Block 6) Requested Packing Date. Enter the calendar date (day, month, and year) (such as 5 Nov 87) on which the carrier is to begin packing a TGBL shipment.

h. (Block 7) Requested Pickup Date.

(1) TGBL. Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment (such as 6 Nov 87).

(2) DPM.

(a) Enter the date the shipment is picked up at the member's residence, nontemporary storage facility etc., in cases where such pick up is performed by a DPM packing contractor.

(b) Enter the scheduled date of pick up by the common carrier in all other cases, such as, pick up at APOD/WPOD or PPSO installation facility.

i. (Block 8) Required Delivery Date. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18 (such as 29 Feb 88).

j. (Block 9). No entry required.

k. (Block 10) Property Owner's Name, SSN, Rank, and Pay Grade. Enter the member's name (last, first, middle initial), SSN, rank, and pay grade. Also enter the member's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned. If appropriate, enter the member's status as retirement or separation.

(1) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per JFTR.

(2) For Navy shipments only, enter the member's rank or rate code. This code is the one-digit alpha character immediately following the abbreviation and subhead in the accounting data contained in the member's orders.

(3) For military and civilian personnel, enter "WD" (with dependents) or "WOD" (without dependents).

(4) For deceased members or deceased dependent(s) of a member, annotate "BLUEBARK" immediately following the name.

(5) For early return of dependents enter dependents name, followed by "dependent of" and sponsors name, SSN, rank, and pay grade.

l. (Block 11) Authority for Shipment. Enter the authority for shipment as shown on the member's orders (such as order number, paragraph number, and order issuing agency).

m. (Block 12) Date of Order. Enter the date the orders were issued.

n. (Block 13) Extra Pickup or Delivery. When an extra pickup or delivery is requested, cross out the service not applicable and enter the appropriate full address.

o. (Block 14) Department or Agency. Enter the sponsoring military service or other agency.

p. (Block 15) Transportation Control Number. Enter the TCN for shipments that will move in the DTS and will require a TCMD. The TCN shall be constructed in accordance with procedures set forth in DOD 4500.32-R.

q. (Block 16). No entry required.

r. (Block 17) Full Name of Shipper. Enter the full name of the military installation or activity making the shipment.

s. (Block 18) Consignee. Name, destination, delivery address, and rate area code (e.g., US11, US12, US13, etc., or GE01, GE37, GE38, etc.). Rate area code is only required on ITGBL shipments.

(1) TGBL Shipments

(a) Consigned to the Member. Enter the member's name (last name, first name, and middle initial), rank, and activity to which assigned (shipments destined overseas--spell out the name of the activity and country--do not show APO/FPO number) or delivery address, including the street, city, county, state, ZIP code, or country.

(b) Consigned to the Member's Agent. Enter the full name of the member's designated agent, followed by the word "agent," and the delivery address, including the street, city, county, state or country, and ZIP code.

(c) Consigned to a Commercial NTS Facility. Enter the full business name and address of the commercial storage contractor, including the street, city, county, state, and ZIP code.

(d) Consolidated Shipments. A separate PPGBL shall be issued for each member's lot in the consolidated shipment. The individual PPGBL shall be cross-referenced by inserting the following statement in block 27: "This is a consolidated shipment comprised of PPGBL numbers" (list all other PPGBL numbers involved in the consolidated shipment).

(2) DPM Shipments. DPM shipments shall be consigned in accordance with the PPCIG. For DPM shipments entering the DTS, the CONUS WPOE or APOE and the desired delivery date (DDD) the shipment is required at WPOE/APOE shall be entered. The final overseas destination shall appear in block 20. For DPM consolidated shipments, see paragraph 11003.bb.(4).

(3) Mobile Homes. Enter the member's name (last name, first name, and middle initial) (or the full name of the member's agent followed by the word "agent") and the delivery address, including the street, city, county, state, and ZIP code.

(4) POVs. Enter the member's name (last name, first name, and middle initial) or the full name of the member's agent followed by the word "agent," and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

t. (Block 19) From. Complete address at point of pickup and rate area code (e.g., US11, US12, US13, etc., or GE01, GE37, GE38, etc.). Rate area code is only required on ITGBL shipments.

(1) Shipments from Residence. Enter the exact location of the property to be shipped, including the street, city, or military installation, county, state or country, and ZIP code.

(2) Shipments from Storage or Contractor's Facility. Enter the name of the commercial or Government warehouse facility, including the street, city, county, state, or country, and ZIP code. For shipments from NTS enter the stored net weight, lot number, and service order number.

u. (Block 20) Responsible Destination Installation or Office

(1) GBLOC. Enter the destination PPSO GBLOC in the designated block in block 20.

(2) TGBL and DPM Shipments. Enter the name of the responsible destination PPSO, state, ZIP code, or country, APO/FPO number and the commercial telephone number.

(3) DPM Shipments in the DTS. For DPM shipments entering the DTS, the final overseas destination PPSO shall be entered, not the CONUS WPOE/APOE, which appears in block 18.

(4) Consolidated DPM Shipment Entering the DTS. Enter the responsible destination PPSO and GBLOC receiving the largest shipment by weight.

v. (Block 21) Bill Charges To.

(1) Army and Air Force Shipments. Enter: "Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-I-THA), Indianapolis, IN 46249-0611."

(2) Navy Shipments. Enter: "Commanding Officer, Navy Material Transportation Office, Post Office Box 8489, Norfolk, VA 23508."

(3) Marine Corps Shipments. Enter: "Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA 31704."

(4) Coast Guard Shipments. Enter: "Commanding Officer (OTAB1), U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0015."

(5) Defense Logistics Agency, Defense Intelligence Agency, and Office of the Secretary of Defense Shipments. Enter: US Army Finance and Accounting Center, Transportation Operations, Indianapolis, Indiana 46249.

(6) Other. Enter the finance office indicated in the member's orders as being responsible for payment.

w. (Block 22) Via.

(1) TGBL Shipments. Leave blank.

(2) DPM Shipments.

(a) INTL/AIR/COMM/DPM Shipments. Show the complete routing from origin to final destination as provided by the initial carrier.

(b) All Other DPM Shipments. Only the name of the originating carrier is necessary unless it is to the advantage of the Government to specify the connecting carriers. It is the obligation of the originating carrier to forward shipments over a route that will provide the lowest published charges within the mode. When it is necessary to route shipments, routing shall be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations to ensure that services are obtained at the lowest possible cost.

(3) POVs. The same instructions apply as those shown under "All other DPM Shipments."

(4) Mobile Homes. For mobile home shipments, enter the method of movement (such as towaway, lowboy).

x. (Block 23). No entry required.

y. (Block 24) Appropriation Chargeable.

(1) Army Shipments. Enter the MDC from the member's orders. Enter the "MDC" followed by the four-digit code. Also, for ITGBL shipments, enter the four-digit TAC code. Show the word "TAC" followed by the four-digit code. TACs are listed in Volume II, DOD 4500.32-R.

(2) Navy Shipments. Enter "NMF -\*-\$\$\$\$." In the space indicated by the "\*, " enter the last digit of the fiscal year in which the shipment is picked up by the carrier. The spaces indicated by \$\$\$\$ shall be completed by entering the four-digit TAC shown in the member's orders. If the TAC is not shown in the member's orders, refer to Section VIII, Volume II, DOD 4500.32-R.

(3) Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.

(4) All Other DOD Shipments. Enter the accounting data from the member's orders. Also, for all ITGBL shipments, enter the four-digit TAC shown in the member's orders. Show the word "TAC" followed by the four-digit code. If the TAC is not shown in the member's orders, refer to Volume II, DOD 4500.32-R.

z. (Block 25) Remarks.

(1) SIT.

(a) TGBL Shipments Authorized SIT. If SIT was used at origin, enter \_\_\_\_\_ days SIT were used at origin."

(b) DPM Shipments from NTS. Enter: "\_\_\_\_\_ days temporary storage were used at origin."

(c) Shipments not Authorized SIT. Enter: "SIT not authorized."

(2) Export and Import Annotations. For shipments originating in CONUS and destined overseas, enter "For Export." For shipments moving by air, originating overseas and destined for CONUS, enter "Imported by Air."

(3) Unpacking at Destination. When the carrier does not perform packing services at origin and unpacking services are required at destination, enter "Unpacking Required at Destination." This shall apply to shipments moving from NTS and UB shipments when unpacking of UB is requested by the member and authorized by the PPSO. When unpacking is authorized on the PPGBL, the carrier/agent will prepare a DD Form 619 (Figure 5-4) for labor charges. Member will initial the DD Form 619 to verify that unpacking services were performed. If the PPGBL for a shipment from NTS is not annotated, the destination PPSO shall authorize unpacking services on the DD Form 619.

(4) TGBL Notification.

(a) Direct Delivery Requested. If the member has made advance arrangements with origin PPSO for direct delivery to destination residence, enter "Direct Delivery Authorized -- Before completing delivery, the carrier shall notify the PPSO or appropriate duty officer specified in block 20."

(b) Direct Delivery Not Requested. Enter "Before effecting delivery to residence or placing in storage, the carrier shall notify the PPSO specified in block 20."

(c) BLUEBARK Shipments. Enter "Direct Delivery is not authorized." The carrier shall contact the PPSO specified in Block 2D for instructions.

(5) Retrograde Shipments When Intermediate SIT Is Involved. Enter "Carrier shall request disposition instructions from the PPSO at the CONUS military ocean or air terminal."

(6) Mobile Homes.

(a) Enter "Necessary repairs and services are authorized, not to exceed \$150 total (tire or tube replacement is excluded) without prior approval of the origin PPSO or member." The total specified may be greater than \$150 if authorized by the member, in writing, at the time of counseling.



(b) Also enter amounts paid by the origin PPSO on local contract for accessorial services not performed by the member or the carrier.

(c) Army, Air Force, and Marine Corps personnel not remaining in a pay status--insert the entitlement cost basis (maximum allowable cost) of the mobile home shipment. For all other Army, Air Force, and Marine Corps personnel, 105% of Base Line HHG Rate and MAXPAK Rate shall be entered.

(d) Navy personnel--the cost basis will not be shown.

(7) Special Authorization. For shipments made from or consigned to a point not specified in the member's orders, enter "Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country)." For Army shipments, also enter "Shipment to authorized destination would have been under (enter MTMC rate solicitation #) at a total cost of \$ (enter total charges)."

(8) Use of Government-Owned Containers. When Government-owned containers are used for shipments moving in TGBL service, enter the applicable statement from the appropriate rate solicitation. Also enter the number and type of containers used.

(9) Administrative Weight Limitation. For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: "Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)."

(10) NTS. When a shipment is consigned to an NTS facility, enter "For Nontemporary Storage."

(11) Firearms. When the shipment contains firearms, enter "This Shipment Contains Firearms."

(12) Nonperformance of Interior Packing. When no packing of interior boxes (such as cartons, drums, and dishpacks) is performed on international containerized shipments moving under SFRs, annotate the PPGBL with the applicable solicitation item number and the statement "Apply (show \$ amount per net CWT reduction to the SFR.)"

(13) DPM and Code 5 Shipments Moving Through CONUS MOTs. Enter the prelude, predelivery notification requirements as set forth by the MOT in the PPCIG, Volume I (CONUS).

(14) POVs. Enter year, make, serial number, license number, and any other information necessary to identify the POV.

(15) Reweigh Required. When it is determined by the PPSO that a reweigh is necessary, or when a reweigh is requested by the member at origin, the PPSO shall annotate the PPGBL with the words "REWEIGH REQUIRED".

aa. (Block 26) Packages.

(1) TGBL Shipments. Enter "1 LOT."

(2) DPM Shipments. Enter the number and type of containers (such as 1 FL - 2 CTNS).

(3) Mobile Home Shipments. Enter "1 EA."

(4) POVs. Enter "1 VO."

bb. (Block 27) Description of Shipment. Enter the words "Household Goods," "Unaccompanied Baggage," "Personal Effects," "Mobile Home with personal effects as indicated on the inventory," as appropriate. For POVs, show the property classification and NMFC/UFC number.

(1) TGBL Containerized Shipments. The carrier shall enter the total number of containers and total cube, along with dimensions, as required.

(2) DPM Shipments. After HHG or personal effects, enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

(3) Mobile Homes. After "Mobile Home with personal effects as indicated on the inventory," enter the "length, width, height" of the mobile home in feet and inches. If the mobile home is the expando type, indicate "expandable" and specify type (such as single, double, or triple room, one side or both sides). Also, enter the make, model, year, serial number, current license number, state, and year issued. If additional space is required, use the "remarks" block.

(4) DPM or POV Consolidated Shipments. A single PPGBL with continuation sheets shall be issued. Enter "This is a consolidated shipment. See continuation sheet." Each individual shipment lot shall be identified on the continuation sheet, and the member's name, rank, SSN, delivery address, and authority for shipment shall be specified.

(5) Shipment Valuation. The preprinted statement on the PPGBL shall be the only reference to the valuation of a shipment unless a higher valuation is declared. When this occurs, the following statement shall be entered:

(a) For TGBL Domestic Shipments: Enter either of the following-- "Shipment is released at a declared lump sum value of \$\_\_\_\_," "Shipment is released at a valuation of \_\_\_\_\_ times the net weight in pounds of the shipment," or "Shipment released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,000, whichever is greater."

(b) For DPM shipments, enter: "Released valuation not exceeding \_\_\_\_\_ cents per lb."

cc. (Block 28) Weight.

(1) TGBL Shipments. The carrier shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of PBP&E and consumable items.

(2) DPM Shipments. Enter the total gross, tare, and net weight of the shipment.

(3) PBP&E. PBP&E shall be weighed separately and the weight shall be inserted in the space provided. When it is impossible or impractical to weigh the PBP&E, a constructive weight, based on 40 pounds per cubic foot, shall be used, and the letter "C" shall be inserted after the weight.

(4) Consumable Items. Consumable items shall be weighed separately and the weight shall be annotated in the space provided for PBP&E weight. "Cons" shall precede this weight in order to distinguish between the weight of consumables and PBP&E.

dd. (Blocks 29 and 30) For Use by Destination Carrier Only. The carrier shall enter these data elements as required for billing.

ee. (Block 31) Tariff or Special Rate Authorities. Enter the special rate authority and for ITGBL shipments, the rate per CWT (such as, Volume 54-\$52.50 CWT). For Domestic shipments enter volume and percentage (such as volume 006-100Z). And for OTO shipments, enter the words "One-Time Only," the carrier's rate tender number, and the OTO rate.

ff. (Block 32A) Issuing Officer. Enter the name and title of the issuing transportation officer. Signature of the issuing transportation officer is not required.

gg. (Block 32B) Issuing Office. Enter the GBLOC and full name of the military installation or activity issuing the PPGBL.

hh. (Block 33A) Name of the Transportation Company. Enter the same information as in Block 1.

ii. (Block 33B) Date of Receipt of Shipment. The carrier shall enter the actual date the shipment is picked up.

jj. (Block 33C) Signature of Agent/Driver. The carrier/agent or driver shall sign the PPGBL acknowledging receipt.

kk. (Block 33D) PER. If the agent's name is signed by the agent's authorized representative, the initials of the representative shall appear in this block.

11. (Block 34) For Use by the Paying Officer. The PPSO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The "Remarks" block shall be used to fully explain the reason for the excess cost.

mm. (Blocks 35A through 35G) Certificate of Carrier Billing for Charges. The carrier authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

nn. (Block 36) Special Services Ordered (Reverse of PPGBL). Any special services authorized shall be entered by the issuing PPSO.

#### 11004. Distribution and Substitute Documents.

a. General. The PPGBL is printed as a 7-part form (original and 6 copies). This section provides guidance for the proper distribution of the PPGBL for all methods and modes of shipment. It also discusses procedures for the use of substitute documents when the original PPGBL has been lost or destroyed.

b. Distribution. The PPGBL shall be processed and distributed as follows:

- |  |  |
|--|--|
| (1) Original (White) SF-1203                       | Provide to the origin carrier for submission to the finance center for payment.  |
| (2) Shipping Order (Pink) SF-1204                  | Provide to the origin carrier for retention as actual service order.   |
| (3) Freight Waybill Carrier's Copy (White) SF-1205 | Provide to the origin carrier for retention. May be used as substitute document (for a lost PPGBL).  |
| (4) Accounting Copy (Yellow) SF-1203A              | <u>For Army, Air Force, and Marine Corps Shipments -</u><br>Provide to carrier for annotation of weight charges as required by subparagraph 52, Appendix A, Tender of Service; and, for TGBL domestic--show mileage. Upon return, disposition is as follows: |

Army - Using Specific Funds	Forward with supporting documents to finance and accounting officer designated by the specific fund.
Army - Using Open-Allotment Funds	May be used instead of Property Shipped Copy, SF 1203A.
Air Force - Using Specific Funds	Forward with a copy of member's orders to the local Finance and Accounting Office.
Air Force - Using Open-Allotment Funds	PPSO retains this copy.
Marine Corps - All Shipments	PPSO retains this copy.
(5) Property Owner Copy (Blue) SF-1203B	<p><u>For All Methods Except DPM</u> - Give to origin carrier, who shall:</p> <ul style="list-style-type: none"> <li>- Give to the member when pickup is made at the residence.</li> <li>- Give to the member when delivery is made at the residence if the origin pickup is from NTS.</li> <li>- Give to the destination PPSO if the shipment originates from NTS and is to be placed in SIT at the destination. The PPSO shall give the copy to the member or the member's agent.</li> </ul> <p><u>For DPM Shipments</u> - The PPSO shall forward the copy to the member's destination address or unit of assignment, if known.</p>

- (6) Property Received Copy  
(Yellow) SF-1203A

Forward to the destination PPSO, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. BLUEBARK shipments should be so annotated and forwarded via certified mail. Notify destination PPSO by telephone or message of BLUEBARK shipment.

- (7) Property Shipped Copy  
(Yellow) SF-1203A

Disposition is as follows:

For TGBL Shipments - Retain in an origin suspense file pending receipt of the accounting copy. Upon receipt, annotate the Property Shipped Copy and place in the shipment file.

For DPM Shipment - Retain in the origin shipment file.

c. PPGBL Cancelled After Distribution. When a PPGBL must be cancelled after partial or complete distribution, a memorandum copy (and reproductions as necessary) shall be clearly marked "cancelled" and forwarded to each recipient of the initial distribution. Also, when a PPGBL Correction Notice, (SF 1200, Figure 11-2) is prepared, a complete distribution will be made in accordance with paragraph 11006.

d. Substitute Documents Issued for a Lost PPGBL.

(1) Issuance. When it is evident that the original PPGBL has been lost or destroyed, the carrier shall forward the original Freight Waybill (SF-1205) to the appropriate finance center for payment. When both the original PPGBL and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin PPSO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

(2) Records and Control. The PPSO shall note all memorandum PPGBLs in the PPGBL accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges. Should the original PPGBL be located after the certified memorandum is presented for payment, it shall be forwarded to the appropriate finance center, where it will be voided.

11005. Preparation of the U.S. Government Bill of Lading Correction Notice (SF 1200, Figure 11-2).

a. General.

(1) This section provides guidance and instruction in the preparation of the Government Bill of Lading Correction Notice (SF 1200) for making alterations and corrections to PPGBLs.

(2) The subsection below is keyed to the numbered blocks on the Government Bill of Lading Correction Notice (SF 1200).

(a) Date Notice Prepared (unnumbered). Enter the date the SF 1200 is prepared.

(b) PPGBL Number (Block 1). Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

(c) Date PPGBL Was Issued (Block 2). Enter the issue date shown on the PPGBL being corrected.

(d) Total Weight Shown on PPGBL (Block 3). Enter the total weight shown on the PPGBL.

(e) Origin (Block 4). Enter the name of the origin address as shown on the PPGBL.

(f) Destination (Block 5). Enter destination address as shown on the PPGBL.

(g) Route (Block 6). Enter route shown on "via" block on the PPGBL. Leave blank if no route is shown on the PPGBL.

(h) Issuing Office (Block 7). Enter the name of the activity who issued the PPGBL.

(i) To (Block 8). Enter name, address, and zip code of activity to which the original SF 1200 is to be sent.

(j) Payment Data (Block 9). Self explanatory.

(k) From (Block 10). Enter name, address, and zip code of activity issuing the SF 1200.

(l) Bill of Lading Now Reads (Block 11). Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

(m) Correct Bill of Lading to Read (Block 12). Enter information to be shown on the corrected PPGBL.

(n) Authority for Correction (Block 13). Enter information which justifies correction.

(o) Remarks (Block 14). Enter remarks as appropriate pertaining to the correction being made.

(p) Information Copy (Block 15). Enter name, address, and zip code of all the recipients of SF 1200, excluding the addresses shown in blocks 8 and 10.

(q) Signature and Title of Initiating Official (Block 16). Self-explanatory.

(r) Carrier Representative Signature (Block 17). Self-explanatory.

11006. Distribution of the Government Bill of Lading--Correction Notice (SF 1200)

a. When transportation charges are affected by the alteration or correction, the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- (1) A copy to consignee.
- (2) A copy to the appropriate disbursing officer.
- (3) Original and one copy to the originating carrier.
- (4) Copy to the office of the shipper service.
- (5) Copy to be attached to the consignor copy of the PPGBL.
- (6) Copies to all other addresses shown in "Information copy to" (block 15).
- (7) Copy retained by the initiator of the SF 1200.

b. When the disbursing office or appropriation data changes the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- (1) Original to the initial disbursing office.
- (2) Copy to the new disbursing office as amended.



- (3) Two copies to the consignee.
- (4) Copy to the office of the shipper service.
- (5) Copy to origin carrier.
- (6) Copy to be attached to the consignor copy of the PPGBL.

c. When any other alternations or corrections are made the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph 11006.a. above.

11007. Who May Issue an SF 1200 (GBL Correction Notice).

a. Issuing Officer. In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer shall initiate the SF 1200. This issuing officer shall also make distribution in accordance with paragraph 11006.

b. Consignee.

(1) When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days alterations or corrections will be made by the consignee.

(2) When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officers authorization.

# U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY

ORIGINAL B/L NO. **DP-340,192**

1. TRANSPORTATION COMPANY TO WHICH TENDERED TO				2. B/L NO.	3. SERVICE CODE	4. SHIPMENT NO. & DATE B/L ISSUED
5. REQUESTED PICKUP DATE	6. REQUESTED PICKUP DATE	7. REQUESTED DELIVERY DATE	8. IMPORTANT Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1200B, Memorandum Copy, to be furnished to consignee (property owner).			
9. EXTRA PICKUP/DELIVERY (Complete address)			10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE		11. AUTHORITY FOR SHIPMENT (Chair No., Air No., MO)	
12. EXTRA PICKUP/DELIVERY (Complete address)			13. DATE OF ORDER		14. DEPARTMENT/AGENCY	
15. RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON REVERSE HEREOF, THE PROPERTY HEREIN DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION, AND VALUE UNDETERMINED, IS TO BE FORWARDED TO DESTINATION BY THE CARRIER AND CARRIER'S TRUCK, THERE TO BE DELIVERED IN THE GOOD ORDER AND CONDITION TO THE CONSIGNEE.			16. TRANSPORTATION CONTROL NO.		17. FULL NAME OF SHIPPER	
18. CONSIGNEE (Name and destination delivery address) (See also 12.)			19. FROM (Complete address of point of origin) (See also 12.)			
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE (B/L NO.)			21. BILL CHARGES TO (Ship/Agency, Air/RA, and complete mailing address)			
22. VIA (Name of forwarding carrier)			23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.		24. APPROPRIATION CHARGEABLE	
25. REMARKS (If only services are ordered, see ADMINISTRATIVE INSTRUCTIONS NO. 2 on reverse.)						

26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Quantity)	28. WEIGHT †	FOR USE OF DESTINATION CARRIER ONLY		
NO.	KIND			SERVICES	29. RATE	30. CHARGES
			GROSS 0	LINE-HAUL TRANSPORTATION		
			TARE 0			
			NET 0			
			† Total package, tare, bulk, papers, and equipment weighing	OTHER ACCESSORIAL SERVICES		
			TOTAL 0		31. TARIFF OR SPECIAL RATE AUTHORITIES	
* Based on latest valuation cited in appropriate tariff or tariff schedule otherwise stated hereon.			B/L NO. <b>DP-340,192</b>			
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING						
32a. NAME OF TRANSPORTATION COMPANY			32b. DATE OF RECEIPT OF SHIPMENT		32c. ISSUING OFFICE (Name and address) (B/L NO.)	
32d. SIGNATURE OF AGENT/DRIVER			32e. PER		32f. ISSUING OFFICE (Name and complete address) (B/L NO.)	
32g. SIGNATURE OF AGENT/DRIVER			32h. PER		32i. FOR USE OF PAYING OFFICER (Does not affect carrier charges)	
					UNAUTHORIZED ITEMS	
					EXCESS DISTANCE	
					EXCESS VALUATION	
					EXCESS WEIGHT	
					Other (Specify carrier markings)	
CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT						
33a. ON (Date)		33b. AT (Actual delivery point)		33c. THE (Name of delivering carrier)		
34a. DELIVERED THIS CONSIGNEE TO		34b. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREON		34c. CARRIER DEAD REPORT ATTACHED		
34d. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)		34e. SIGNATURE OF CARRIER'S AUTHORIZED AGENT				

(Carrier to execute and attach Certificate of Storage and Liability for shipments placed in storage in transit.)  
NDA 7540-01-000-0400

1200-100

STANDARD FORM 1200 (7-67)  
PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3

(figure 11-1)

**TERMS AND CONDITIONS.** It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others), recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

**PRIVACY ACT DATA (5 USC 552e).** This form serves as a procurement, accountability and payment form in the shipment of privately owned personal property for the account of the U.S.

Information thereon may be used to prepare related documents or collect excess costs. Disclosure of information is voluntary but its absence may preclude shipment of property.

**GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.**

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.
2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.
3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.
5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.

SPECIAL SERVICES ORDERED

STANDARD FORM 1203 BACK (7-87)

(figure 11-1 back)

(This form is to be used as a continuation sheet for SF 1103, U.S. Government Bill of Lading—Original, or SF 1203, U.S. Government Bill of Lading—Privately Owned Personal Property—Original.)

B/L NO. 

SHEET NO.

ISSUING OFFICE (Name and complete address)

\*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN7540-00-834-4299  
1100-112

STANDARD FORM 1100 (REV 4-85)  
 PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3

**Standard Form 1109, U.S. Government Bill of Lading Continuation Sheet**

<b>GOVERNMENT BILL OF LADING CORRECTION NOTICE</b>		<b>DATE NOTICE PREPARED</b>	
<b>1. B/L NUMBER</b>		<b>2. DATE B/L WAS ISSUED</b>	
<b>3. TOTAL WEIGHT SHOWN ON B/L</b>			
<b>4. ORIGIN (As shown in "Origin" block on B/L)</b>		<b>5. DESTINATION (As shown in "Destination" block on B/L)</b>	
<b>6. ROUTE (Complete routing shown on B/L)</b>		<b>7. ISSUING OFFICE (As shown on B/L under "For Use of Issuing Office.")</b>	
<b>8. TO: (Name and address of carrier/activity to which directed, including ZIP Code.)</b>		<b>9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid.</b>	
		<b>a. D.O. VOUCHER NUMBER</b>	
		<b>b. D.O. VOUCHER DATE</b>	
		<b>c. D.O. SYMBOL</b>	
<b>10. FROM: (Full name and address of the activity initiating the notice, including ZIP Code.)</b>			
<b>11. BILL OF LADING NOW READS (Show the information as it reads prior to correction.)</b>		<b>12. CORRECT BILL OF LADING TO READ (Show how the corrected information should read.)</b>	
<b>13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making the change.)</b>			
<b>14. REMARKS (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)</b>			
<b>15. INFORMATION COPY TO (Name and address, including ZIP Code.)</b>		<b>16. SIGNATURE AND TITLE OF INITIATING OFFICIAL</b>	
		<b>17. CARRIER REPRESENTATIVE'S SIGNATURE (Require when notice is initiated by shipper and transportation charges are affected.)</b>	

NSN 7546-01-140-5524

1200-101

STANDARD FORM 1200 (8-62)  
Prescribed by GSA, FPMR (41 CFR) 101-11.3

(figure 11-2)

**SF 1200, Government Bill of Lading Correction Notice**

## CHAPTER 12

### THE DO-IT-YOURSELF (DITY) PROGRAM

#### 12000. General.

a. The DITY Program is the only method of transporting Department of Defense personal property at Government expense which is not managed by the Military Traffic Management Command (MTMC). The program, which is available for military members only, is managed individually by each military service for the convenience of their members.

b. When authorized in advance by the origin transportation office, the program affords members on PCS, retirement, separation, or TDY orders, the opportunity and convenience of being able to pack, load, and move their personal property according to their personal desires while qualifying for a monetary incentive. The incentive is based on 80 percent of what it would have cost the Government to move the same property, less actual expenses and applicable taxes.

#### 12001. Authorization.

a. While the basic DITY entitlement is outlined in JFTR, paragraph U5320-E, program guidance for each Service has been incorporated into their respective personal property regulations which are to be consulted by counselors according to the Service affiliation of their customers.

Air Force:	AFR 75-25
Army:	AR 55-71, Chapter 14
Navy:	NAVSUP 490, Chapter 13
Marine Corps:	MCO P4600.7C, Chapter 2, Part I

b. The program in its present form has been in existence since 1987 (specific dates vary depending on the military service concerned) and its popularity has grown steadily since that time.

c. A DITY move counseling checklist is at Figure 12-1.

APPLICATION FOR DO IT YOURSELF MOVE AND COUNSELING CHECKLIST <small>(Please read Privacy Act Statement on reverse before completing form.)</small>				1. DATE PREPARED (YYMMDD)	2. SHIPMENT NUMBER
<b>3. MEMBER OR EMPLOYEE INFORMATION</b>					
a. NAME (Last, First, Middle Initial)		b. RANK / GRADE	c. SOCIAL SECURITY NO.	d. AGENCY	
<b>4. THIS SHIPMENT / STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS</b>					
a. TYPE ORDERS (X one)		b. DATE OF ORDERS (YYMMDD)		c. ISSUED BY	
<input type="checkbox"/> LOCAL <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		d. NEW DUTY ASSIGNMENT		e. ORDERS NO.	f. NUMBER MILES
g. NAME OF PREPARING OFFICE			h. PAYING (AFO/F&AO) NAVY AND MARINE CORPS (See reverse)		
i. SEND CHECK TO (Complete address)			j. STATE OF LEGAL RESIDENCE		
<b>7. ENTITLEMENTS (X and complete as applicable)</b>			<b>8. MEMBER RESPONSIBILITY (X and complete as applicable)</b>		
a. Option of GBL (Van) and/or DITY move (nontemporary storage).			a. Operating allowance (Amount)		
b. DITY move authorized from to			b. Pick up rental vehicle and ensure safe operation. Pick up date (YYMMDD)		
c. TMO / TMO provided with accurate estimate weight of HHGs.			c. Empty/loaded weight tickets required for each trip made. Use government, public, commercial scales.		
d. Maximum authorized weight.			d. Name, rank, Social Security Number, Weighmaster's signature required on each weight ticket.		
e. Unauthorized items (POV's, boats, flammables, etc.).			e. Trailers weighted attached to prime mover (no passengers aboard - weigh entire unit at same time).		
f. Power of Attorney, if required.			f. DITY moves require DD Form 1361-2.		
g. Type of vehicle authorized (POV).			g. DD Form 2278 and weight tickets must be submitted to paying office / TMO / TIO to receive incentive payment. Provide Rental Contract (not required for Air Force and Army).		
h. Loss or damage - maximum government liability					
i. Temporary storage.					
<b>9. COST COMPUTATION</b>					
<b>a. ESTIMATED CONSTRUCTIVE COSTS</b>			<b>b. PAID BY DSSN</b>		
(1) MTMC rate allocations per cwt X plus \$5.00 X est. wt. or wt. allow.		\$	c. VOUCHER NO.		d. DATE
(2) Local rate per cwt X est. wt. or wt. allow.		\$			
(3) Estimated gross incentive		\$	e. I agree to furnish two weight tickets within 45 days from the start of this move. If I fail to do so, I voluntarily consent to collection of all government costs of this move from my pay. I also voluntarily consent to collection of any unearned advance operating allowances up to a maximum of \$ from my pay.		
(4) Advance operating allowance		\$			
<b>NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS</b>					
<b>10. I CERTIFY THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS FORM.</b>					
a. SIGNATURE OF MEMBER / AGENT		b. DATE SIGNED	c. SIGNATURE OF COUNSELOR		d. DATE SIGNED
<b>11. CERTIFICATION OF TMO / TIO</b>					
<b>a. ACTUAL CONSTRUCTIVE COSTS</b>					
(1) Estimated gross incentive plus \$5.00 X est. wt. allow.			(2) Local rate per cwt X est. wt. allow.		
\$			\$		
b. CONSTRUCTIVE COSTS OF _____ GBL OR _____ LOCAL MOVES					
(Attach copies of acceptable tare and gross tickets.)					
<b>12. TMO</b>					
a. TYPED OR PRINTED NAME		b. SIGNATURE		c. DATE SIGNED	

DD Form 2278, DEC 87

Replaces AF 417, May 82, and previous editions of DD 2278, which are obsolete.

Date \_\_\_\_\_

(figure 12-1)

## PRIVACY ACT STATEMENT

**AUTHORITY:**

Title 37, US Code 406, Title 5 US Code 5726, and EO 9397, November 1943 (SSN).

**PRINCIPAL PURPOSE:**

This DD Form is used as a checklist for shipment of personal property under the Do-It-Yourself program for military members.

**ROUTINE USES:**

To ensure complete and proper counseling under the program and determining if an incentive is appropriate. This information is used by the finance offices in cases of excess cost collections. Information on this form and on the approved weight tickets is released to military finance/paying offices. The Social Security Number is used to substantiate claim for incentive payment under the Do-It-Yourself program. Information may be disclosed to any federal agency responsible for making such determination or reviewing such claims. Information may also be disclosed to federal agencies in the performance of audits, in the investigation of suspected fraud, and in criminal prosecution for fraud.

**DISCLOSURE:**

Voluntary; however, if information is not furnished, personal property cannot be moved under the Do-It-Yourself program.

## MEMBER RESPONSIBILITY

1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.
2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (*or port, if any*) and destination.
3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.
4. I agree to furnish weight tickets within 45 days of the start of the move to preclude issuance of DD Form 139 for collection of all charges paid by the government.

5. I understand the government will not be responsible for goods remaining in storage after the expiration of the authorized period.
6. Incentives will be paid by:

NAVY — Forward documents to:  
Commanding Officer  
Navy Material Transportation Office  
Code 024, Bldg Z-1133-5, Naval Base  
Norfolk, VA 23511-6691

MARINE CORPS — Forward documents to:  
Commanding General  
470 MCLB  
Albany, GA 31704-5000

## CERTIFICATION BY MEMBER

I certify that I completed my shipment under the Do-It-Yourself program and that my shipment consisted of household goods and personal effects that were authorized to be moved at Government expense. These goods belonged to me and were used by myself (*or family*) before the effective date of change of station orders. I also certify that I have not received previous payments relating to this move (*excluding operating or mileage monetary in lieu of transportation for dependents*).

DD Form 2278, DEC 87

Date \_\_\_\_\_

(figure 12-1 reverse side)



APPENDIX A

Tender of Service

PERSONAL PROPERTY

HOUSEHOLD GOODS

AND

UNACCOMPANIED BAGGAGE

OMB 0702-0022 (31 May 90)

I. Qualification.

A. GENERAL.

1. Gender. The first person singular pronoun is used throughout this Tender of Service and refers to a person, partnership, or corporation submitting such tender.

2. Tender of Service.

a. I understand that this is a Tender of Service and not a rate tender.

b. I will submit to the Commander, Military Traffic Management Command (MTMC), ATTN: MTPP, 5611 Columbia Pike, Falls Church, VA 22041-5050, the Tender of Service Signature Sheet (Figure A-1) certifying that I have read and understand the terms and conditions and agree to provide service as set forth in this Tender of Service. I will retain the actual Tender of Service for my files.

c. As required on the Tender of Service signature sheet, I agree to either certify that I am not under common financial and administrative control with any other carrier(s) or forwarder(s) or to provide a list of the carrier(s) or forwarder(s) with which I have a common financial and administrative control relationship. As used herein, the term "common financial and administrative control" means the power, actual as well as legal, to influence the management, direction, or functioning of a business organization. Circumstances surrounding organization or operation which may, but do not always, result in a common financial and administrative control relationship include the following:

- (1) Majority or minority ownership.
- (2) Familiar relationships.
- (3) Voting of securities.
- (4) Common directors, officers and/or stockholders.
- (5) Voting trusts.
- (6) Holding trusts.

(7) Associated companies.

(8) Contract or debt relationships.

d. I understand that submission of this Tender of Service signature sheet, hereafter referred to as tender, is a prerequisite to my consideration for Department of Defense (DOD) approval for the movement of personal property; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I will be notified of changes to the tender by certified mail. Changes, additions, and deletions are effective upon receipt of notification unless specifically stated otherwise.

3. Operating Authority.

a. I certify that I hold all necessary operating authority issued in my name, from appropriate regulatory bodies, for the transportation of personal property and will provide copies of each authority (Interstate Commerce Commission, or Intrastate Agency) to the HQMTMC, ATTN: MTPP; or that I am exempt from such regulatory certificate by operation of law or order of an appropriate regulatory body and, in addition to tariff and legal requirements, agree to the provisions of this tender.

b. I agree to provide service to all areas contained in my operating authority from those installations where I have filed a letter of intent (LOI), except that in filing an LOI, I will not be required to offer services to destination areas which involve gateways requiring circuitous routing that would increase the distance from points of origin to points of destination of a shipment to an extent which would cause the required delivery date (RDD) to be missed. Failure to provide service to all areas covered by my LOI, as evidenced by a continuous pattern of selectivity as to shipments accepted, or continuous refusal of shipments to specific destination areas, may be grounds for suspension and possible return of my LOI.

4. Surface/Aerial Port Agents.

a. I understand and agree that the facilities of CONUS and overseas surface/aerial port agents meet national/host country standards and codes with respect to fire safety, prevention and protection requirements; storage of combustible materials; and are utilized in accordance with generally accepted warehousing practices. I further understand that should my agents' facilities be found to be unsatisfactory, I will take all actions necessary to require the agent to take corrective action or move the shipments to an acceptable facility.

b. I will submit copies of surface and aerial port rosters in the following manner:

(1) Three (3) copies of CONUS surface and aerial port terminal agents to both HQMTMC and MTMC area commands.

(2) Five (5) copies of overseas surface and aerial port terminal agents to HQMTMC.

(3) One (1) copy of overseas general agents (if applicable) to HQMTMC.

The surface and aerial port rosters will be updated annually. Changes in names, locations, and telephone numbers will be submitted as they occur, to the HQMTMC, ATTN: MTPP-C, 5611 Columbia Pike, Falls Church, VA 22041-5050 and MTMC area commands.

5. Agency Facilities. I certify that the facilities of CONUS origin agents listed in the attachment to this tender have been inspected by a responsible representative of my company and that such facilities meet the standards of my company, the facilities, equipment, communications, e.g., telephone, teletype, intercom, etc., and personnel of my agents are separate and distinct from any other household goods carrier's agent.

6. Carrier/Agency Relationship.

a. I understand and agree that if for any reason the agency agreement between my company and any of my CONUS agents is terminated, or my agent or agent's facilities are no longer acceptable to the personal property shipping officer (PPSO) for any valid reason, I will have 30 days from the date of notification of termination, or notification of agent deficiency, within which to obtain another agent or require the agent to take appropriate corrective action or my letter of intent on file with the PPSO will be returned.

b. I further understand and agree that I will take all action necessary to protect and expedite to ultimate delivery any shipments of personal property that may be on hand or in the custody of my agent. I understand that my letter of intent will not be returned if my agent's facilities are rendered unacceptable due to act of God, act of public enemy, act of public authority, violent strikes and mob interference, extreme weather conditions, unavoidable accidents, and similar incidents.

c. I agree that an individual rate tender will not be filed applicable to an installation when I do not have a LOI on file at that installation.

7. Cargo Insurance. I shall provide a certification of cargo insurance reflecting coverage on a continuous basis in at least the amounts shown below to cover my legal liability. The certificate will contain the statement that the insurance company shall provide the Commander MTMC, ATTN: MTPP-C, a 30-day written notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in current issue of Best's Insurance Guide. The Certificate shall be prepared with original signatures and provided to the Commander, MTMC, ATTN: MTPP-C in the provided Figure A-2. The following is the minimum cargo liability coverage required:

	Amount Per Shipment	Amount Per Aggregate Losses/ Damages at any one place and time
Domestic	\$10,800	\$150,000
International	\$10,800	\$150,000

8. Left Blank Intentionally.

9. Financial Information.

a. I will provide financial data, when requesting initial approval from MTMC to participate in DOD traffic, at the discretion of MTMC considered necessary to assure satisfactory performance and avoidance of carrier/ forwarder financial problems including but not limited to the following, individually, or in combination:

- Company certified financial statements.
- CPA review (including footnotes) of financial statements
- CPA audit and opinion (including footnotes) of financial statements.

The form, content, and format of each of the foregoing or combination thereof, is reserved to the discretion of MTMC.

b. After I have received DOD approval, I will, upon request of the HQMTMC, provide information on financial and operational matters. These data will be in the manner, form, and content determined necessary by MTMC to resolve questions concerning my qualifications to remain a DOD-approved carrier. Financial data will be restricted to the balance sheet, profit and loss statement, and net worth statement for the last two taxable years. Company records and supporting documentation relating to such questions will be made available for examination by MTMC representatives at the office of the company during normal business hours.

B. INTERNATIONAL.

10. Agency Facilities

a. For all origin agency facilities located in controlled overseas areas, I will provide a Certificate of Agency Agreement (Figure A-3), signed by an authorized representative of my company and the overseas agent. When the Certificate of Agency Agreement being filed represents expansion of my approvals to a new area of operation, it will contain certification that the facilities of my overseas agent have been physically inspected by a responsible representative of my company and that such facilities meet the standards of my company. A copy of this Certificate of Agency Agreement will be submitted to the PPSO with my letter of intent. I agree that each of my overseas agencies will have available an English-speaking employee at all times during the packing and unpacking of each shipment. The agent will also have a full-time English-speaking-writing employee reasonably available during normal working hours located at the administrative office of the agent.

b. When granted new approval by MTMC, I understand that I will submit a LOI with agency agreements directly to the overseas PPSO not later than the initial filing deadline specified in the applicable solicitation letter. If my agent's facility is already approved, the PPSO will accept my LOI. If my agent's facility is not currently approved, I understand the PPSO will inspect the facility and approve or disapprove. Should the agent's facility not be

adequate to support services offered, the PPSO will retain my letter of intent and notify the Commander, MTMC, of specifics. I understand that the Commander, MTMC, will place my company in traffic denial for the entire rate area until I obtain a qualified agent to represent my company or until the deficiency of my agent's facility is corrected. If I fail to take proper action by the next initial rate-filing deadline, I understand that MTMC will withdraw my approval and advise the PPSO to return my LOI.

c. If I find it necessary to change agent. I will immediately advise the PPSO. I understand the PPSO may accept revised LOI, or Certificates of Agency Agreement, signed by all parties, when my new agent's facility is currently approved. If my new agent's facility is not currently approved, I understand the PPSO will inspect the facility, make appropriate recommendations to the overseas commander and the HQMTMC, ATTN: MT-PP, and await final approval from MTMC before accepting the LOI.

d. I further agree to have an approved destination agent to serve each personal property shipping office located in the controlled area for which I have been approved. In the event my overseas agency agreement is terminated or my agent's facilities disqualified by the PPSO, I understand that I must make immediate interim arrangements to provide necessary destination services on a temporary basis with another DOD-approved agent located in the PPSO's area of responsibility. I will have a total of 45 days (30-day notice by PPSO, 15-day notice by HQMTMC) to execute a new agency agreement. If I have not obtained a new agent and/or corrected the deficiency which caused the agent's disqualification within the 45-day period, the Commander, MTMC, will place my company in traffic denial or withdraw my approval between CONUS and the controlled country, if so determined, and will advise the PPSO concerned to return my LOI.

11. Performance Bond. I agree to submit an annual performance bond due 1 March of each year, effective 1 April through 31 March of the following year, issued by a Surety Company listed in Treasury Department Circular 570. The amount of said bond will be no less than \$100,000 or 2.5%, whichever is greater, of the carriers (principal) gross annual revenue derived from DOD ITGBL shipments the preceding calendar year.

12. Questionnaire-Outline of Financial and Administrative Control and Service Organization Certificate. For ITGBL approval, I will provide the Commander, MTMC, ATTN: MT-PP, the Questionnaire-Outline of Financial and Administrative Control (Figure A-4). The Questionnaire-Outline of Financial and Administrative Control will be provided to me by the Commander, MTMC, for completion upon request for ITGBL approval and, once approved, updated subsequently upon request.

## II. Mutual Agreement/Understanding

### A. GENERAL.

13. Service. I will perform prudent traffic management to provide service in accordance with the provision of this tender.

### 14. Through Responsibility.

a. All shipments tendered to me will be moved under my responsibility from origin to destination, including interline agreement with duly certified and/or approved carriers who are participants in this tender.

b. As part of my through responsibility, I understand that if through my fault or that of my agent, I ship the wrong property or all or a portion of a shipment is sent to the wrong destination, I will be responsible for the return of the erroneous shipment and movement of the correct property to the member's destination at my expense. Movement will be by an expedited method if the member is in need of the property. I will coordinate member need and method of movement with the destination PPSO prior to shipment.

c. I understand that I will not be liable for movement costs for shipments released in error by a contractor, PPSO, owner or owner's agent.

d. Further, if I am unable to perform in such a manner as to complete the through movement of a shipment in a timely manner, the government may take possession of the property and complete movement. I understand that I will be liable for all additional costs incurred by the Government which are excess to those costs which would have been incurred by me or my agent if I had maintained total through movement of the shipment.

15. Linehaul Transfer. The physical transfer of individual shipments from one linehaul vehicle to another will be held to a minimum.

16. Interline Agreement.

a. I agree that an interline agreement will not be used except upon approval by MTMC. The interline agreement is issued in the name of, and addressed to, the carrier submitting the agreement as the primary carrier. Other carriers named in the title page are carriers with which I am, as the primary carrier, approved to interline for furtherance of the through movement of a shipment.

b. I agree, in the event I find it necessary to enter into an interline arrangement due to the limits of my scope of operating authority, to use only those carriers approved by MTMC.

c. I agree to apprise the participating carriers of their responsibility to fulfill the requirements of this Tender of Service.

d. I agree that the interline or joint carriage arrangement is subject to the provisions of this Tender of Service.

17. Use of an Alternate Carrier. When I accept a shipment and find because of unavoidable circumstances I am unable to physically transport the shipment, I may, upon approval of the origin PPSO, arrange with another DOD-approved carrier to perform the required services. In such case, I will inform the PPSO of the name of the carrier to whom the shipment has been transferred. I will continue to be shown on the Personal Property Government Bill of Lading (PPGBL) as the initial carrier and will accept through responsibility from time of pickup at origin to delivery at destination.

18. Report of Shipments on Hand. I agree to have my origin agent provide the origin PPSO, on Monday of each week (on following day if Monday is a holiday), a report of all my shipments (except shipments in Storage in Transit) on hand which were picked up before the previous Wednesday. The report will reflect the date, the member's name, the PPGBL numbers, pickup date, carrier code, and RDD. Negative reports are not required.

19. Pickup at or Delivery to a Military Terminal. When I have been notified that an entire shipment is available for pickup at a military terminal (air or surface), I will pick up the shipment as soon as possible, but not later than 1 workday for military air terminals and not later than 5 workdays for military water terminals from date of receipt of notification. If the shipment is not removed within that period, the terminal PPSO has the option of charging storage in accordance with the rate tender beginning on the second or sixth day, as appropriate, and/or terminating the PPGBL and issuing a new PPGBL for onward movement by the same or a different mode/method of transportation. Upon delivery of a shipment to a military air or ocean terminal, I agree to provide the terminal PPSO with a memorandum copy of the PPGBL describing the shipment.

20. Weight of Shipments.

a. Household Goods and Unaccompanied Baggage.

(1) Household Goods. I will invoice for the net weight of the shipment described on the PPGBL. The net weight for all codes of service will consist of actual goods, including professional books, papers, and equipment, plus wooden crates, (when approved by the origin PPSO), cartons, barrels, fiber drums, and wardrobes used to pack linens, books, bedding, mattresses, lampshades, draperies, glassware, chinaware, bric-a-brac, table lamp bases, kitchenware, and other fragile articles and the necessary wrapping, packing, and filler material incident thereto.

(2) Unaccompanied Baggage. I will invoice for the gross weight of the shipment described on the PPGBL.

b. In determining net weight for containerized shipments (Codes 2, 4, 5, 6, and T), the difference between the tare weight of the empty container and the gross weight of the packed container will be the net weight billed.

c. The weight of each shipment will be determined in the manner prescribed by the Interstate Commerce Commission (ICC). (Exception: For intrastate movements, when the State or district regulation is in conflict with the ICC provisions, the State or district regulations will apply.)

d. If authorized by the PPSO, I may use Government scales to determine the gross, tare, and net weight of shipments not originating on Government installations. When requested by PPSOs, Government scales will be used to weigh or reweigh shipments originating or terminating at Government installations where such scales are available.

e. When professional books, papers, and equipment (PBP&E) are included as part of the shipment, the weight of such articles will be annotated separately on the PPGBL; weight may be obtained using bathroom or platform-type scales. In the event scales are not readily available, a constructive weight of 40 pounds per cubic foot may be used for professional books and papers and equipment. When a constructive weight is used for PBP&E, the symbol (C) will be inserted by the carrier/agent after the weight to indicate a constructed weight was used.

f. Shipments may be weighed on certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

g. I agree to reweigh a shipment upon request of the origin or destination PPSO and further agree to mail the destination PPSO a legible copy of the weight ticket as soon as possible, but not later than 14 workdays after the reweighing has been performed. If a reweigh is required, shipment will be reweighed, whenever possible, before being placed in SIT.

h. When a shipment is reweighed and the weight recorded is less than the net or gross weight, whichever is applicable, secured at the initial weighing, I agree to invoice the Government on the lower of the two net or gross weights at the time of initial submissions of SF 1113 (Public Voucher for Transportation Charges). In the event the reweigh information is not available at the time of my initial submission, I will adjust supplemental billings to reflect the reduced charges or voluntarily submit a refund based upon the new weight obtained.

21. Storage-in-Transit (SIT). SIT at origin or delivery into storage at destination will be made only after approval of the responsible PPSO/PPSO's designated representative. I will assume full responsibility for arranging for placement of the shipment in a DOD-approved storage facility. I will indicate the net or gross weight, whichever is applicable, for each shipment from SIT on the DD Form 619 (Statement of Accessorial Services Performed).

22. Termination of Shipment. A shipment may be terminated at any time deemed appropriate by the PPSO. Such termination will not constitute a diversion. The point of termination will become the destination point, and all rates and charges will be computed accordingly.

23. Statement of Accessorial Services Performed (DD Form 619). A DD Form 619, itemizing accessorial services performed, will be prepared by my representative and the member or agent when such services are required and separately charged. Each household appliance serviced will be identified to show the make, model, or the name of the manufacturer. All entries for appliances serviced by a third party will be supported by an invoice stating the type of service performed. No accessorial services will be billed when such services are included in single factor rates.

24. Removal of Property from Facilities Disapproved by PPSO. When my facilities or the facilities of my agent are disapproved for further use, and it is considered necessary by the PPSO to remove the personal property to prevent damage or contamination, I will immediately remove the property to a DOD-approved warehouse. The costs of such removal will be at no expense to the Government or the member.

25. Tracing Shipments.

a. I shall trace a shipment upon request from an PPSO or the property owner and agree to acknowledge such request and make a prompt report to the requester as to the location of the shipment within 24 hours for domestic shipments and 120 hours for international shipments.

b. I shall take action to trace when a loose household goods shipment is placed into SIT and inventoried items are found to be missing with no annotation on the PPGBL or inventory to explain the shortage.



c. I shall take action to trace the missing container(s) when a containerized shipment is placed into SIT and container(s) are found to be missing with no annotation on the PPGBL or inventory to explain the shortage.

26. Carrier Liability. My legal liability for loss and damage to goods will be set forth in my applicable tariff/rate tender and Section 11707 of the Interstate Commerce Act (49 USC 11707) limited to the released valuation set forth in my tariff/rate tender on file with MTMC.

27. Loss or Damage. I will exercise care to prevent loss or damage of personal property in the process of packing and will properly and amply protect personal property in my possession.

28. Loss or Damage/Inconvenience Claims

a. Claims for Loss or Damage. I agree to acknowledge receipt of "Letter of Demand on Carrier" filed against me within 10 days after its receipt and to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after receipt thereof. If denial of any claim is based on an exception sheet (see paragraph 54 herein), such will be provided the claimant along with any other evidence pertaining to the value of the claim. If the claim is not settled within the 120-day period, I will, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, advise the claimant in writing of the status of the claim and the reasons for delay in making final disposition. I will report to the origin PPSO the final action taken, including date and total amount of the settlement.

b. Inconvenience Claims

(1) I hereby reaffirm that it is my responsibility to pick up and deliver personal property shipments on the agreed dates. My failure to do so can cause serious inconvenience to the member and the member's family and can result in the expenditure of funds by the member for lodging, food, and the rental/purchase of household necessities. I am not responsible for delays caused by reasons beyond my control; i.e., act of God, act of the public enemy, act of the public authority, and mob interference. I agree that equipment failure, actions by underlying carriers and/or agents, and illness of or error by persons in my employ or the employ of my agents are not considered beyond my control.

(2) I agree to acknowledge receipt of inconvenience claims filed by the member within 15 calendar days of the date of submission. I further agree to review each such claim on a case-by-case basis and, based on the circumstances of each case, pay, decline, or make a firm settlement offer in writing to the claimant within 45 calendar days of the date of submission. I will report to the destination PPSO the final action taken, including the date and the total amount of settlement.

29. Inspection by PPSOs. The services and manner of handling personal property are subject to inspection and acceptance by the PPSO or PPSO's authorized representative.

30. Billing Procedures. For services rendered, I agree to bill the appropriate Military Service finance office responsible for payment of the transportation charges in accordance with procedures disseminated by the Commander, MTMC. For shipments that are diverted or reconsigned in accordance

with applicable rate tariff/tender, I agree to submit with the SF 1113, Public Voucher for Transportation Charges, the original Diversion Certificate, signed by the requesting PPSO, authenticating the diversion or reconsignment. Valuation charges will be identified separately from all other charges on billing documents. All billing must be supported by appropriate documents as indicated in Figure A-8.

31. Substitute Documents in Lieu of Lost Personal Property Government Bill of Lading (SF 1203). If the original PPGBL is lost or destroyed, I shall forward the freight waybill original (SF 1205) to the appropriate finance center for payment. Duplicate or reproduced copies of SF 1205 are not acceptable. If both the original PPGBL, SF 1203 and the freight waybill, SF 1205, are lost, I shall request and be provided a certified true copy of the issuing offices Memorandum Copy, SF 1203A, for use as a substitute billing document. If the original PPGBL is located and made available to me before settlement is made, I shall return the memorandum copy to the issuing office. If the original PPGBL is found after settlement, I shall forward the bill to the appropriate issuing office for proper voiding.

32. Strikes, Port Congestion, Fires, Pilferage, Vandalism, and Similar Incidents.

a. In the event of incidents of major significance which produce significant loss, damage or delay resulting from strikes, port congestion, fires, pilferage, vandalism, and similar incidents, I will notify the destination PPSO and the appropriate MTMC area command and/or field office by electrical transmission (TWX or TELEX) of the incident not later than the first working day upon discovery. If the incident occurred en route to final destination, I will notify the PPSO responsible for the area where the incident occurred in addition to the destination PPSO. A copy of the electrical transmission will also be promptly mailed to the origin PPSO. In addition, I will provide the following information within 5 working days after the incident or discovery thereof, by electrical transmission (TWX or TELEX) or mailgram to the appropriate MTMC area command and/or field office, with a copy to the HQMTMC, ATTN: MTTPP-Q, Falls Church, VA 22041-5050, the origin and destination PPSO and, when applicable, the PPSO responsible for the area where incident occurred.

- (1) Type of incident.
- (2) Location of incident.
- (3) Last name, first name, MI, grade, service, and SSN of shipper.
- (4) PPGBL number and date issued.
- (5) Code of service.
- (6) Origin PPSO.
- (7) Destination PPSO.
- (8) Date shipment received by carrier.
- (9) Required delivery date (RDD).

- (10) Date and time of incident or discovery thereof.
- (11) Amount of loss and extent of damage.
- (12) Current status of shipment(s), including new ETA.
- (13) Name of vessel or flight and tail number of aircraft (if applicable).
- (14) Location of the shipment(s) (i.e., port and pier location) and date vessel arrived or warehouse location or air terminal, plus the container owner's name and serial number of sea container, if applicable.

b. I will furnish addressees in paragraph 32.a., above, reports of significant changes in the status of shipments, as they occur, by electrical transmission (TWX or TELEX) or mailgram. An after action report which provides a final assessment of the loss or damage incurred, the delays encountered, and the final disposition of the personal property shipments involved may be mailed to addressees in paragraph 32.a., above.

B. INTERNATIONAL.

33. Overseas Shipments. I agree to:

- a. Utilize aircraft of United States registry.
- b. Request permission from Headquarters, Military Airlift Command ATTN: HQ, MAC/TRPT, Scott AFB, Illinois 62225-5000, to use aircraft of foreign registry when I determine that the use of an aircraft of United States registry will not provide the required service. When the request and authorization from MAC for use of foreign flag aircraft shipping is accomplished by electrical means, I will prepare a justification certificate for use of a foreign flag aircraft (Figure A-5) and submit the completed certificate to Commander, MAC, for accomplishment by this authorizing official.
- c. Utilize ships of United States registry for the ocean portion of overseas shipments and book shipments for container or below-deck storage.
- d. Submit my request to the cognizant Military Sealift Command (MSC) area or subarea command to use a vessel of foreign registry when I determine that the use of an ocean vessel of United States registry will not provide the required service. This authority will be granted only when US flag shipping is not available and the use of foreign flag shipping is necessary to meet the delivery requirements that I will certify in writing. When the request and authorization from MSC for use of foreign flag shipping is accomplished by electrical means, I will subsequently prepare a Justification Certificate for Use of Foreign Flag Vessel (Figure A-6) and submit the completed certificate to the cognizant MSC area or subarea command for accomplishment by the authorizing officer. All authorization by MSC will be confirmed in writing on the form of the Justification Certificate for Use of Foreign Flag Vessel.
- e. Submit the justification certificate signed by MAC or MSC, with SF 1113 (Public Voucher for Transportation Charges), when use of foreign flag aircraft or vessel is approved by MAC or MSC and used for the air/ocean segment of the movement. Additionally, when the ocean rate or air rate increases or

decreases due to the use of foreign flag aircraft or vessel, I will adjust billing in the Government's or my favor to reflect the difference between foreign flag vessel or aircraft rate and ocean segment rate used in computing the single factor transportation rate on file at HQMTMC. The adjustment will be based on the ocean/air/freight bill and certification of ocean/air/freight charges submitted with PPGBL for payment.

34. General Average/Salvage. On ocean shipments, in addition to my tariff/rate tender liability, I assume full liability for and will pay all contributions in general average or salvage assessed against personal property and will provide bonds or make arrangements for the prompt release of the shipments from any maritime lien arising therefrom.

35. Customs Clearance. I will arrange all customs clearance and other related services that pertain to and influence the movement of personal property (gun control, quarantine, pest infestation, etc.) and will comply with all DOD, foreign, and domestic regulations in connection therewith.

### III. Service Requirements

#### A. GENERAL.

36. Storage-in-Transit. In addition to the packing requirements contained in this tender for preparing personal property for transportation, when a shipment is placed in storage-in-transit (SIT) in CONUS, I agree to the following:

a. Storage. Personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of at least 2 inches clearance from the floor to the undermost portion of the personal property. In addition, the property shall not be stored in contact with exterior walls. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from this requirement.

b. Shipping Containers. The contents of containerized shipments will not be removed from containers when placed in SIT.

c. Identification. All lots of loose household goods, Code 1, NTS lots, and noncontainerized household and unaccompanied baggage shipments shall be properly identified. Proper identification shall consist of members name, PPGBL number, and SIT control number. Such identification shall be in plain view on each lot. Household goods (Codes 4, 5, and T) and unaccompanied baggage (Codes 7, 8, and J) are exempt from this requirement. However, containers for these codes shall be stored with pertinent information already on the container in plain view.

d. Rugs and Carpets. Rugs and carpets will be stored on racks in a horizontal position without folding any portion of the rug, carpet or padding.

#### e. Upholstered or Overstuffed Furniture

(1) Items stored loose on racks will be placed in an upright (normal) position and covered or protected against dust. No boxes, cartons, or other items will be placed upon this type furniture.

(2) When items are placed in individual room storage or when containers are employed for warehouse storage, they will have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery, including pressure from its own weight as well as from conditions external to the container.

37. Unloading and Unpacking at Destination. Unloading at destination will include the one-time laying of rugs and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. All articles disassembled by the carrier or originating from nontemporary storage will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and proximity of the area desired by the owner, but does not include arranging the articles in a manner desired by the owner. The unpacking service and removal of debris will be performed at the time the goods are delivered to the residence unless specifically waived in writing by the member or members agent. The waiver will be held in my files for further reference.

38. Recording Damage or Loss. I shall record damage/loss revealed while unloading and/or packing. When unloading and/or unpacking articles at the destination residence, I shall, in coordination with the member or his agent, inspect each article for damage and check the inventory against possible loss of or damage to articles. A record will be made of any difference in count and condition from that shown on the inventory prepared at origin, and such record will be jointly signed by my representative and the member or the member's authorized agent. Such record or count and condition will be indicated on the inventory form and DD Form 1840/1840R, as applicable, and copies will be furnished to the member or the member's authorized agent. In case of missing items, tracer action will be initiated immediately and the PPSO and member will be advised in writing of the results within 30 days from the date of delivery of the shipment. Every effort will be made to locate missing articles/items before recommending the submission of a claim by the member. I agree, provided claims action has not been initiated, to forward to the member by expedited means missing articles/items when located, at no additional cost to the Government or the member. In the event articles/items are located subsequent to claims action by the member and/or the Government, I shall hold the articles/items at the point of location, notify the destination PPSO, and await disposition instructions. When articles/items are returned to the member, any claims which have been paid in favor of the member, shall be readjusted in my favor.

39. Claims for Additional Charges. I agree that claims for additional transportation or additional accessorial charges over and above those originally assessed by me and paid for by the Government will be presented first to the disbursing office of the military agency which paid the original bill. The claims will contain a full explanation as to the reasons why they are being presented and state specifically the amount claimed thereon. Disputes arising out of such undercharge claims or overcharge claims by the Government against me, not otherwise settled to the satisfaction of either party, will be made the subject of correspondence directly between my company and the MTMC or the General Services Administration (GSA) or both, or will be the subject of a discussion between the above stated parties within 60 days after either party makes such a request. The purpose of such discussion is to permit the parties to the contract to reach an amicable settlement of the dispute without either party having to resort to

litigation, and, if possible, to resolve the matter for the future. The failure of the parties to reach an agreement or eliminate the dispute under the above procedure will in no way preclude either party from subsequently exercising the legal and administrative remedies otherwise available to it, providing that no suit filed by me will be prosecuted to trial before exhaustion of the administrative remedies described above.

40. Containers. I agree to use containers which meet specifications as follows:

a. Through Government Bill of Lading Household Goods (Domestic/International).

(1) All household goods containers used by my company have been constructed to the specifications of the container tested in accordance with MIL-STD 1489, "Performance Testing of Commercially Owned Household Goods Containers." Containers which are constructed so as to require a sealant/caulking material to be applied to the joints and door(s), to ensure watertightness, will be appropriately sealed/caulked before each shipment with a material that when subjected to varying climatic temperatures will not stain or otherwise damage the contents of the shipment.

(2) Overflow Boxes (Containerized Shipments). Overflow containers shall be limited to use for those items over and above that which can be packed into a PPP-B-580, "Box, Wood, Household Goods" or MTMC Pamphlet 55-12, "Commercial Containers for Department of Defense Household Goods Shipment" container. The overflow container normally is of a lesser size than a PPP-B-580 or MTMC Pamphlet 55-12 and must be limited to one per shipment.

(a) Wooden. Overflow boxes will be constructed in accordance with Federal Specification PPP-B-601, "Boxes, Wood, Cleated-Plywood", Style A or B, and will be caulked during assembly.

(b) Fiberboard. When fiberboard containers are used they must, as a minimum, meet requirements of Federal Specification PPP-B-640, "Boxes, Fiberboard, Corrugated, Triple-Wall" and be of a weather resistant class. Fiberboard containers which exceed a gross of 15 cubic feet and 300 pounds must be secured to a four-way entry wooden pallet. Fiberboard containers, unless specifically approved, shall not exceed 96 cubic feet.

(3) Double-wall cartons meeting Fed Spec PPP-B-1364 and triple-wall cartons meeting Fed Spec PPP-B-640 are authorized as interior packing containers on domestic household goods shipments when prior approval is provided by the PPSO.

b. Unaccompanied Baggage.

(1) Domestic. Box fiberboard--Federal Spec. PPP-B-636; or box corrugated, fiberboard, triple wall--Federal Spec. PPP-B-640 Class 2, Style E; or box corrugated, fiberboard, high strength weather resistant, double wall--Fed Spec PPP-B-1364.

(2) Overseas. Box wood, cleated plywood--Federal Spec. PPP-B-601, Style A; or box corrugated fiberboard, triple wall--Federal Spec. PPP-B-640, Class 2, Style E; or box corrugated, fiberboard, high-strength weather resistant, double-wall (Style RSC or OSC)---Federal Spec. PPP-B-1364B, or box wood, household goods---Federal Spec. PPP-B-580.

c. Shipments under my control held at terminal facilities awaiting transportation will be placed in a covered area which will provide complete protection from the elements.

d. Containers will be marked pursuant to MTMC instructions. Marks not applicable to current shipment will be permanently obliterated before the container's arrival for packing at the member's residence.

e. All household goods shipping containers moving in line-haul service by flat-bed equipment will be covered with a waterproof tarpaulin or other material providing equal protection and will cover the cargo on top and sides down to the vehicle bed and all surfaces of the overhang. Containers moving in local pickup or delivery service will be similarly covered when local weather conditions dictate. In any event, such protective covering will be available in local pickup or delivery service.

f. When a shipment is moved via flat-bed type vehicle, the containers will be loaded in an upright position and will not protrude beyond the rear edge of the vehicle bed surface more than 12 inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight-bearing surface of the skid.

g. Containers/overflow boxes, when used in door-to-door service, will be packed and stuffed at origin residence unless specific exception is authorized by the responsible PPSO. For the authorized exceptions, such items will be listed on the inventory and will be annotated that items will be containerized at the warehouse.

h. All POFs must be placed in the number 1 external shipping container positioned so that they are readily accessible for examination by customs when required. This shipping container will be closed at the member's residence. Under no circumstances will the carrier be permitted to remove the POF to the warehouse or other facility for placement in shipping containers.

#### IV. Performance Requirements

##### A. GENERAL.

##### 41. Pickup and Delivery Dates.

a. When a shipment is accepted at origin, I agree to meet the specified pickup date and shall deliver the shipment on or before the RDD as stated on the PPGBL. Unless otherwise directed by the responsible PPSO. This type service (RDD) will not be construed as expedited service unless so stated on the PPGBL. Pickup may be performed by the carrier's local agent with transfer to line-haul van at the carrier's origin terminal facility. Shipments will not be scheduled by the carrier or the PPSO for pickup or delivery on Saturdays, Sundays, or US holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. The origin PPSO will not establish an RDD on Saturdays, Sundays, or U.S. holidays. I agree that I will not begin pickup or delivery at the member's residence before 0800 hours or after 1700 hours without prior approval of the PPSO or the member. I further agree that I will not begin any service that will not allow completion by 2100 hours again without prior approval of the PPSO or the member.

b. Premove Survey

(1) I agree to perform residence premove surveys on domestic shipments estimated at 4,700 pounds or more, and/or international shipments estimated at 3,200 pounds or more, at origin points within a 50-mile radius of my nearest agent facility. I understand this requirement will apply to only those shipments on which I am provided a minimum of 5 working days advance notice of the pickup date requirement. I further understand the PPSO may waive this requirement if a premove survey is not requested by the property owner and/or if the PPSO determines this service to be unnecessary or impractical.

(2) I agree that telephone contact premove surveys will be made, as a minimum, for shipments of lesser weights than indicated above, or for shipments with origin points exceeding 50 miles of my nearest agent facility.

c. I agree, upon receipt of the three copies of the Transportation Control and Movement Document (TCMD) from the origin shipping office, to fill in blocks 22, 23, and 24 with the actual pieces, weight, and cube data. If for some reason obtaining actual data will delay transmission of TCMD's beyond the specified transmission time frames an estimated weight and cube data is authorized on shipments from commercial vendors and personal property shipments. When estimated data are used the pieces field must be annotated with "EEEE". Upon providing this actual or estimated information to the origin shipping office, I agree not to move the shipment until a release is issued by the origin shipping office. Upon receiving the release, I will place one copy of the TCMD in a waterproof pouch (marked for the outloading air and water terminal) on the number one container, present a copy to the receiving office at the air or water terminal and retain a copy for my own use.

d. I agree to notify the destination PPSO of the arrival of containerized shipments within 1 workday after arrival at my agent's facilities. In addition, I will effect delivery-out services as follows:

(1) For shipments which arrive before the RDD, I agree to deliver to the member or member's agent by the RDD.

(2) For those shipments which arrive after the RDD, I agree to deliver in accordance with the PPSO's instructions within 2 workdays after notification to the PPSO of the shipments' arrival.

e. When I know for any reason it will be impossible for me to have the shipment at destination on or before the RDD, I will notify both the origin and destination PPSOs at the earliest practicable time, advising the last known location of the shipment and furnishing an estimate of the delay expected beyond the RDD. The medium of communication to be utilized in notifying the PPSO will ensure that the notification reaches the destination PPSO before expiration of the RDD. As a minimum, the following information will be provided:

(1) Last name, first name, grade of the member.

(2) Origin and destination of the shipment.

(3) RDD.



(4) Last known location of the shipment and new ETA.

f. When a shipment arrives at destination on a normal workday, I agree to notify the PPSO before delivery/attempted delivery of household goods to the residence in accordance with the instructions specified on the PPGBL. In the event the shipment arrives at the destination on a weekend or holiday, I may contact the member to ascertain if delivery can be made. If the member can accept the shipment, I will obtain approval of the destination PPSO or staff duty officer or, in the case of an Air Force installation, the transportation duty officer, and will advise the PPSO of delivery on the next workday. In the event delivery cannot be accomplished, I agree that only the Government-approved storage facility receiving the shipment for SIT will request approval for SIT.

g. When a shipment is scheduled for pickup from the residence or for delivery out of SIT to the residence, I agree to provide information on the afternoon preceding scheduled pick up as to whether the service will be performed in the morning (0800 to 1200) or in the afternoon (1200-1700) of the following day. This data will be based upon the best information available and will be provided upon telephone request of either the PPSO or the member. This provision does not apply when direct delivery was authorized by the origin PPSO or when delivery can be arranged upon arrival of the line-haul van in the destination area.

42. Preparation of Articles.

a. All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in textile or paper furniture pads, covers (other than burlap), or other acceptable wrapping materials. When storage of these articles is necessary, they will be afforded the same protection against damage.

b. Items of unusual nature such as, but not limited to, shrinks, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes may require special service by a third party. This third party service (to include disassembly/assembly) will be approved by the PPSO. Payment for the services of a third party will be in accordance with the applicable rate solicitation.

c. I agree to disassemble at point of origin all items of personal property which, in the judgment of the carrier, require disassembly to ensure safe delivery at destination, except swing sets, other playground equipment, television and radio antennas, and similar articles. Items disassembled by the carrier will be shown in the remarks section of the household goods descriptive inventory form as disassembled by carrier (CD). Items disassembled by the member will be shown in the remarks section as disassembled by owner (DBO). Carrier labor charges or third party service for the disassembly/assembly will be approved by the PPSO.

d. All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the carrier in the preparation for shipment will be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

e. Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, e.g., dining room table legs, six each, and listed as a separate item on the inventory.

f. I am not required to remove/place property from/in an attic, crawl space or similar storage area and am not required to go into areas that:

- are not accessible by a permanent stairway (does not include ladders of any type);
- are not adequately lighted;
- do not have a finished floor; or
- do not allow a person to stand erect

43. Packing Requirements.

a. Packing. All packing will be accomplished in accordance with provisions of this section. The carrier is liable and responsible for all packing. The carrier has the responsibility to inspect all prepacked goods to ascertain the contents, condition of the contents, and that only articles not otherwise prohibited by the carrier's tariff/tender are contained in the shipment. Furthermore, when it is determined by the carrier that goods require repacking, such packing will be performed by the carrier. In all cases, the inventory will reflect carrier packed (CP) with the carrier entitled to bill for the total charges for each container on the inventory subject to the limitations of MAXPAK. (Repacking of shipments being released from basic ordering agreement storage contractor's facilities will be in accordance with Chapter 2, Section H, Paragraph 6, subparagraph j., DOD 4500.34R).

b. Materials. All materials referred to in this chapter shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment will be completely obliterated, and all material will be free of any substance injurious to the articles being packed or to the owner. New material must be used for packaging mattresses, box springs, linens, bedding, and clothing. Cubic measurements will be indicated in a conspicuous location on all carrier-packed containers.

c. Boxes. Wood or fiberboard boxes used will be as follows: Wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practice. All unclinchd nails will be either cement-coated or chemically etched.

d. Cartons. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, or other similar articles. After packing, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons will be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches, with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating name of manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit, and information indicating

type of carton (single wall, double wall, etc.) Cartons lacking a certification are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar-type boxes will not be used. Wooden crates may be used instead of cartons when the PPSO determines that their use is necessary to assure protection and safe transportation of the articles.

e. Barrels, Fiber Drums, and Cartons. Wood barrels, fiber drums, or cartons with a capacity of not less than 5 cubic feet (not applicable under all inclusive rates) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a sidewall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used instead of barrel or drum-type containers. The sidewalls and ends of the containers will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels or fiber drums will be securely headed and marked "This End Up."

f. Filler Material. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulosic (bubble pack, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper will be used as a filler.

g. Padding. New and good quality used-wood excelsior pads, unicellular polypropylene foam, shredded paper pads, or other equally suitable material will be used when required.

h. Wrapping. Wrapping paper or unicellular polypropylene foam will be new, clean, and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in unicellular polypropylene foam or nontarnish tissue paper.

i. Paper, Waxed or Treated. All waxed paper used will be manila wax or equivalent. Treated paper may be used if it is "butcher" type paper.

j. Unicellular Polypropylene Foam. All unicellular polypropylene foam wrapping material will be new, clean, and will conform to Federal Specification PPP-C-1797.

#### 44. Manner of Packing.

a. All packing by the carrier will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents, and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo type equipment will be packed in original containers by the carrier, when furnished by the owner, provided the containers are considered in good condition for shipping purposes. When original cartons are used, provisions, as indicated in para 43d, above do not apply.

b. Books. Books will be placed in cartons. All books of similar size will be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally will be packed not more than 2 rows high in a carton.

c. Chinaware, Glassware, Crockery, Lamps, Clocks, Jardinieres, Statuary, Vases, and Bric-a-Brac. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

d. Electrical Equipment-Stereo Components, Fans, Heaters, Portable Stoves, Sunlamps, and Like Items. When necessary to protect electrical equipment for safe transportation or SIT, such equipment will be completely wrapped in paper or unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

e. Kitchenware. All kitchenware will be packed and padded into cartons.

f. Linens, Clothing, Draperies, and Like Items. Small, lightweight, unbreakable items, e.g., clothing items, certain linens, items already in drawers may remain in drawers instead of being removed and packed. (Lightweight items being defined as those of lightweight, and normally kept in drawers.) When not considered as safe for carriage in drawers, chests, dressers, trunks, etc., these and similar items will be packed carefully into regular cartons which will be properly sealed at residence. Clothing normally on hangers in closets and draperies will be packed in wardrobes subject to the following:

(1) Upright wardrobes will be used for Code 1 shipments. (Exception for final line-haul delivery out of nontemporary storage, the wardrobe used for storage is acceptable and no transfer is necessary.)

(2) Flat wardrobes will be used for all containerized shipments.

(3) Hangers will be removed from clothing packed in flat wardrobes.

g. Mirrors, Pictures, and Paintings (Glass-Faced or Other Than Glass-Faced Paintings), Glass or Stone Table Tops, and Similar Fragile Articles Requiring Crating or Similar Protection. These articles will be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider will be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone table tops will be packed separately. Small pictures, paintings, mirrors, and other similar articles of this type will be packed in cartons and will be properly sealed at residence. I understand that, prior to performing crating services for shipments moving in domestic Codes 1 and 2, I will obtain authorization from the PPSO. I further understand that crating authorization is not required for shipments moving in ITGBL Codes 4, 5, 6, or T and 7, 8, or J, since packing and crating services are included in the transportation single factor rate.

h. Lampshades, Ornaments, and Toys. All lampshades, ornaments, small toys and other small items easily crushed will be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades will be wrapped individually with new paper or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damage.

i. Mattresses. Mattresses will be placed in new mattress cartons at the residence and sealed with tape. All cartons used will have a minimum average bursting strength of 200 pounds per square inch.

j. Rugs. Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

k. Appliances. Each appliance serviced will be appropriately labeled to indicate that it must be serviced at destination before use (reversing the process performed at origin).

l. Washers. Washers requiring servicing will be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

m. Surfaces. All finished surfaces will be protected so as to prevent scratching or marring.

n. Bicycles - For overseas Shipments. When shipped as a separate item and not included within a container as specified in paragraph 40A(1), bicycles shall be packaged and packed in the following manner: The handle bar shall be loosened, lowered, turned at a right angle from their usual position, swung downward and retightened when necessary. Wheels or mechanisms shall not be removed or disassembled from the frame. When necessary, pedals shall be removed and secured on edge forward of the seat post or above the back fender. Before placement into the carton, the bicycle will be wrapped with protective wrapping and padding. Empty areas in the container will be filled to prevent shifting or movement during transit. The container must be constructed or fabricated in a manner which will accept the bicycle without removal of the front or rear wheel assemblies and meets the requirements of paragraph 40.A.(2).

45. Preparation of Inventory. Preparation of the inventory will be in the same manner of and in compliance with the requirements set forth in paragraph 54 of this tender. An automated inventory may be used if completed at the place of pickup as long as the appropriate data are recorded, and copies provided as required. The inventory of the shipment will bear the signature of the member, the members agent, or the PPSO, together with the signature of my representative certifying to its accuracy and completeness.

46. Split Shipments. If it is necessary to split a shipment for the linehaul movement, the established RDD is applicable to all parts of the shipment. A separate inventory for Code 1 shipments will be prepared for overflow items, one copy dispatched immediately to the origin PPSO and one copy to the property owner at time of delivery.

47. Carrier Personnel. I will use only personnel qualified in their assigned duties in handling of personal property. When any of my personnel appears to be under the influence of alcohol or drugs or uses abusive language, I will replace same on the job with qualified personnel, when requested by an PPSO or the PPSO's designated representative. I will not use convict or prison labor in the movement of personal effects belonging to members of the Department of Defense.

48. Quality Control Program. I agree to establish within my company a quality control system which will provide total visibility of all facets of the program and ensure the service provided is equal to or greater than the standards of service established by Headquarters, MTMC. This system will include, but not be limited to, specific subsystems for the functions of traffic management (routing, tracing, and billing), packaging, employee training and supervision, and agent supervision. I will provide MTMC detailed descriptions of this quality control system, on request, to the home office of my company during normal business hours.

49. Condition of Vehicles and Containers. The interiors of vehicles and containers used to transport personal property will be clean and will be provided with clean pads, covers and other protective equipment to ensure safe transit and delivery of personal property. Vehicles and containers will be maintained to assure that they are free from holes or other conditions which could permit the entry of water, and that doors, when closed, fit tightly and securely.

50. Removal of Debris. Packing and loading at origin will include removing from the member's premises all empty carrier-provided containers, packing materials and other debris accumulated incident to packing and loading.

51. Tailgate Loading. I understand that, unless approved by the PPSO, personal property will not be loaded onto tailgates of motor vans. When tailgate loading is approved, the load will not extend beyond the sides or end of the tailgate or above the top of the exterior surface of the vehicle.

52. Documents Provided the PPSO. As soon as possible, but not later than 7 workdays after the date of receipt of shipment as indicated in item 7 on the PPGBL or receipt of the PPGBL, whichever is the later, I shall furnish the origin PPSO the following:

a. One memorandum copy of the Personal Property Government Bill of Lading (SF 1203A) annotated with the gross, tare, and net weights, and the charges, including ITGBL charges, to date. For containerized shipments, I will also indicate the total number of containers and the gross cube of the shipment.

b. One copy of DD Form 619 itemizing the accessorial services performed at origin.

c. One legible copy of the household goods descriptive inventory.

d. One legible copy of the weight tickets signed by the person performing the weighing and must contain the information required by the ICC. If the shipment is to be delivered prior to the submission of the aforementioned documents, the origin PPSO will be advised of the weight of the shipment by telephone or other appropriate means prior to delivery.

e. I shall furnish the destination PPSO a copy of the DD Form 1840 within 30 workdays of shipment delivery.

53. Documents Provided the Member

a. At the time of pickup, I shall furnish the member or the member's agent:

(1) Consignee's memorandum copy of the PPGBL (SF 1203B).

(2) A legible copy of the Household Goods Descriptive Inventory.

(3) One legible copy of DD Form 619 (if applicable).

Exception: For shipments originating from nontemporary storage, I will furnish the member the consignee's memorandum copy of the PPGBL, a legible copy of the Household Goods Descriptive Inventory, and a legible copy of the DD Form 619 (if applicable) at time of delivery to residence at destination. When such shipments require SIT at destination, I will furnish the destination PPSO the member's copy of each of the above documents at the time SIT is authorized.

b. At the time of delivery, I shall furnish the member or the member's agent:

(1) A legible copy of the DD Form 619-1 if SIT, reweigh services or other accessorial services are performed en route or at destination.

(2) Three (3) copies of the DD Form 1840 (Joint Statement of Loss or Damage at Delivery).

54. Inventory. I agree to:

a. Prepare an accurate, legible household goods descriptive inventory (Figure A-7), (automated inventories or similar documents which provide equal or better information are acceptable) in coordination with the member or the member's agent. When an article is packed in the original container by the carrier, the inventory will indicate the type of article and will be shown as "CP", packed by the carrier.

b. Use extreme care in listing articles of furniture and packing containers.

c. Identify containers by type and cube with an indication of general contents, e.g., linens, pots, and pans, etc., 2 cubic ft.

d. Avoid the use of words such as "household goods" or their general descriptive terms in the preparation of the inventory.

e. List and describe item(s) of property to the extent necessary to properly identify it (them).

f. Ensure that my representative will use diligence to record any unusual conditions and that special care will be exercised to ensure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols," as shown in the Household Goods Descriptive Inventory

(Figure A-7) will be used to describe the conditions, such as marred, scratched, soiled, worn, torn, gouged, and the like. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the omission of these symbols will indicate good condition except for normal wear.

g. Ensure that the terms "professional books," "professional papers," "professional equipment," "professional books, papers, and equipment", or "consumable items" shall be used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container; e.g., carton PB 6 cubic ft., 150 lbs. These items identified by the member will be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. (Symbols PB, PP, PE, PBPE, and cons as appropriate, shall be used.) The weight of the PBP&E and consumables shall be inserted in block 28 of the PPGBL. When it is impossible or impractical to weigh the PBP&E or consumables, a constructive weight, based on 40 pounds per cubic foot, shall be used and the letter "c" shall be inserted after the weight.

h. List on the inventory the general contents of dressers or chests of drawers, packed by the carriers.

i. Mopeds and Motorcycles will be annotated on the inventory as one line item listing the serial number, make, and odometer reading.

j. Each privately owned firearm (POF) will be annotated on the inventory by make, model, caliber, or gauge and serial number.

k. Annotate the inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers each time custody of the property changes from a storage contractor (warehouseman) to a carrier or from one carrier to another.

l. For shipments moving in door-to-door container service, if the PPSO permits the carrier to partially containerize a shipment at the warehouse, each item removed from the residence will be annotated on the inventory as containerized at warehouse (CW).

m. Secure from the storage contractor 2 legible copies of the nontemporary storage inventory and I will, in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If, at the time each item is checked, there is a difference in condition of the item from that listed on the nontemporary storage inventory, I will prepare an Exception Sheet, and such differing conditions will be noted thereon. When I elect to make a new inventory, differences as to condition of individual items, as compared with the nontemporary storage inventory, will be shown on an exception sheet as described above. In event the opinions of my driver and storage contractor's representative differ as to shortages/overages or condition of an item(s), both opinions will be listed on my exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the military activity, I will provide legible copies of the Exception Sheet, if any, to the concerned claims officer.



n. Indicate on inventories prepared on shipments released from nontemporary storage the same article identification and item number as on the nontemporary storage inventory or make a cross-reference on the new inventory indicating the item number and identification from the nontemporary storage inventory (Figure A-7), CR ref column). The use of legible photo reproductions of the storage contractor's inventory instead of preparing a new inventory is permissible.

o. Use the same inventory prepared at origin to verify delivery at destination.

p. Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment will be separately identified by lot and each article will be assigned a number that must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified.

q. Identify items dissembled by the member or disassembled or serviced by the carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.

r. Identify items disassembled or serviced by carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.

s. The term "miscellaneous" or its abbreviation "misc" shall only be used to describe the contents of containers when the total items in a container are too numerous to list on the carton or inventory line item and then only if the room or area from which packed is identified; I.E. "misc-youths room". If such a description is used, I agree not to contest a claim for missing items related to the nature of such cartons.

## V. Certification

### A. GENERAL.

55. Assignment of Bills. Except for assignment of payment of my original bills to a bank, factor, or other financial institution for collection, I will not subrogate my rights and/or interest in the bills for service rates and charges on which such charges are based, or any subsequent claims thereon to third parties, unless the subrogation is revocable and under my control. I will always retain the right and authority either to claim or not to claim or to cancel claims on services to the Military Services which my company furnished and/or billed for, and I do not now have, nor will I enter into, agreements with parties not subject to my control which in any way infringe, controvert, or otherwise subordinate or prevent my company from deciding unilaterally whether it will, or will not, submit a claim or file suits against the Government or pay a claim by the Government after the original bill for services performed under this tender has been submitted. Failure to comply with the above certification will make my company or me ineligible to participate in the Department of Defense Personal Property Shipment and Storage Program, and the sole determination in this matter will rest with the Department of Defense through the Military Traffic Management Command.

56. Violation of Tender of Service. Any substantial violation of this tender, or failure to perform in accordance with tariff/rate tender and/or other legal requirements, may be used as the basis for suspension action by an PPSO. I also understand that the severity of violation and/or repeated violations of this tender, as determined by the Commander, MTMC, may be used as justification for immediate disqualification or termination of this Tender of Service, without which I am not permitted to participate in further DOD personal property traffic.

57. Requalification. After being disqualified for any reason, I may be requalified when corrective action has been taken on the violation which resulted in disqualification and evidence of corrective action taken is submitted to and approved by the Commander, MTMC.

58. Ownership. I certify that my company meets any applicable ownership requirement established by law for the type of carriage of goods in which I engage.

59. Common Financial or Administrative Control. I will so indicate whether or not I am under the financial or administrative control of any other household goods carrier or forwarder, giving the name, and will attach a list of household goods carrier(s) or forwarder(s) which are under my common financial or administrative control.

60. Unethical Acts. I agree that the Tender of Service signature sheet is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or

b. Makes any false, fictitious, or fraudulent statements, or representation; or

c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry will be subject to the provisions of paragraph 56 of this tender and the penalties prescribed in the criminal law of the United States, i.e., 18 U.S.C. 1001.

61. Effective Date. This Tender of Service will be effective on the date approved by the Commander, MTMC, and will continue in effect until withdrawn by me upon 30 days' notice in writing to the Commander, MTMC, and will, while effective, be applicable to shipments of personal property which I accept for movement and servicing on PPGBLs, commercial bills of lading to be converted to PPGBLs, or purchase orders, and will form a part of the conditions thereof.

62. Signatures. The Tender of Service Signature Sheet must be signed by all parties, subject to its provisions, and returned to the Commander, MTMC, ATTN: MTPP-C, 5611 Columbia Pike, Falls Church, VA 22041-5050.

**TENDER OF SERVICE SIGNATURE SHEET**  
**FOR USE OF THIS FORM SEE DOD 4500.34R, APPENDIX A**  
**(ALL ENTRIES MUST BE TYPEWRITTEN EXCEPT FOR SIGNATURE)**

THIS SIGNATURE SHEET CERTIFIES THAT I HAVE READ AND UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THE TENDER OF SERVICE RECEIVED FROM THE MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC). I AGREE TO ACCEPT AND PROVIDE SERVICE UNDER THE TERMS AND PROVISIONS OF THE TENDER OF SERVICE DATED MAY 1, 1989, AND ALL AMENDMENTS THERETO.

**PART I - CERTIFICATION STATEMENT**

- ☐ I CERTIFY THAT I AM NOT UNDER COMMON FINANCIAL OR ADMINISTRATIVE CONTROL (CFAC) WITH ANY OTHER HOUSEHOLD GOODS CARRIER OR FORWARDER.
- ☐ ATTACHED IS A LIST OF HOUSEHOLD GOODS CARRIER(S) OR FORWARDER(S) WITH WHICH I AM IN COMMON FINANCIAL OR ADMINISTRATIVE CONTROL (CFAC).

**PART II - TYPE OF SERVICE**

**DOMESTIC**

- ☐ DOMESTIC DOOR-TO-DOOR MOTOR VAN (CODE 1)      ☐ DOMESTIC DOOR-TO-DOOR CONTAINER (CODE 2)      ☐ ALASKA      ☐ HHG      ☐ LB  
 (Check above for both Domestic & Int'l)

**INTERNATIONAL**

- ☐ DOOR-TO-DOOR CONTAINER (CODE 4)      ☐ DOOR-TO-DOOR CONTAINER SURFACE, GOVERNMENT (CODE 5)      ☐ DOOR-TO-DOOR AIR CONTAINER (CODE 6)
- ☐ DOOR-TO-DOOR AIR CONTAINER (CODE 7)      ☐ LAND-WATER-LAND BAGGAGE (CODE 8)      ☐ LAND-AIR-BAGGAGE (CODE 9)      ☐ LAND-AIR (MAC)-LAND BAGGAGE (CODE J)

**PART III - CARRIER PROCESSING DATA**

THE UNDERSIGNED CERTIFIES THAT THE FOREGOING STATEMENTS ARE TRUE AND COMPLETE. ANY MISREPRESENTATION OR FALSIFICATION MAY BE SUBJECT TO PROSECUTION UNDER 18 USC 1001.

STANDARD CARRIER ALPHA CODE (SCAC)	BASIC FEDERAL OR STATE CERTIFICATION/ PERMIT NUMBER	EMPLOYER'S INTERNAL REVENUE SERVICE IDENTIFICATION NUMBER
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NAME OF CARRIER (AS SHOWN ON ICC OR STATE PERMIT)	ADDRESS OF CARRIER (INCLUDE STREET/P.O. BOX/CITY/STATE/ZIP CODE)
TELEPHONE NUMBERS (INCLUDE AREA CODE)	
COMMERCIAL:                      WATTS:	
TELEX/MAILGRAM:                      FAX:	
EASYLINK:	

TITLE OF CARRIER OFFICIAL	SIGNATURE	DATE
---------------------------	-----------	------

NAME OF INTERLINE CARRIER (IF APPLICABLE)	SCAC
---	------

TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE	DATE
-------------------------------------	-----------	------

**PART IV - OFFICIAL(S) AUTHORIZED TO SIGN**

DOCUMENT TYPES: (A) TENDER OF SERVICE SIGNATURE SHEET; (B) REQUESTS FOR ADDITIONAL APPROVAL; (C) CERT. AGENCY AGREEMENT; (D) OUTLINE OF FINANCIAL AND ADMINISTRATIVE CONTROL; (E) MANUAL RATE TENDERS; (F) CERT. OF INDEPENDENT PRICING (CIP) OR "ALL" FOR ALL DOCS.

TYPE DOC.	NAME (Typed)	TITLE	SIGNATURE

# ADDITIONAL INTERLINE CARRIERS

NAME OF INTERLINE CARRIER		SCAC
TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE	DATE
NAME OF INTERLINE CARRIER		SCAC
TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE	DATE
CONTINUATION OF PART IV - OFFICIAL(S) AUTHORIZED TO SIGN		
TYPE DOC.	NAME	TITLE

REMARKS:

### CERTIFICATION OF INDEPENDENT PRICING

A. For the purpose of inducing the United States to accept these tendered rates or fares, the undersigned declares, with the understanding that a false statement is a violation of law subject to criminal and civil penalties, that the following is true:

1. The rates or fares in this tender have been arrived at independently and, except as described in paragraph B, below, there has been no communication, agreement, understanding, collusion, or any other action in respect to these rates or fares, with any carrier, competitor or agent thereof.

2. Except as described in paragraph B, below, the rates or fares or other related information submitted in this tender have not and will not be disclosed directly or indirectly to any other carrier, competitor, or agent thereof. A carrier may disclose the rates or fares or other related information submitted in this tender only after public disclosure of this tender by a government agency with which it is filed.

3. No action has been or will be taken, and no agreement or understanding has been or will be made, with any other carrier, competitor, or agent thereof to:

- (a) submit or not to submit rates or fares; or
- (b) change, cancel, or withdraw rates or fares; or
- (c) file the same or prearranged rates or fares; or
- (d) restrict competition for United States Government traffic by any means or device.

B. It is understood that this certification does not prohibit discussions concerning this tender between a freight forwarder and its underlying carriers, between a carrier or freight forwarder and its agents providing underlying transportation service or equipment, or between or among interline carriers jointly participating in this tender. It is also understood that this certification does not prohibit discussions concerning this tender between commonly owned companies (carriers or freight forwarders) if the common ownership has been previously disclosed in writing to the Military Traffic Management Command. Further, this certification between a carrier and its rate filing agents or consultants, provided that the carrier has instructed in writing such agents or consultants to preserve the confidentiality of such discussions.

C. The undersigned further certifies that (enter initials next to subparagraph 1 or 2 below, as applicable):

[ ] 1. I am responsible for determining the rates or fares being offered in this tender; that I have been authorized, in writing, to sign this certificate on behalf of the carrier; that I have not participated and will not participate in any action contrary to subparagraphs A(1) through A(3) above; and, that I have no knowledge that any other person has taken such action; OR

[ ] 2. I am an authorized agent for the carrier; that I have not personally participated, and will not participate, in any action contrary to subparagraphs A(1) through A(3) above; that as an agent I have been authorized, in writing, to certify, and do hereby certify, that the following principals have not participated in any action contrary to subparagraphs A(1) through A(3) above:

Name & Title

Organization

\_\_\_\_\_  
(Type or print name and position title of person(s) in the carrier's organization responsible for determining the rates or fares offered in this tender.)

3. This certification applies to any medium used for the offering of the rates or fares, to include paper and any type of electronic or magnetic media such as magnetic tapes, floppy disks, CD ROM, or Electronic Data Interchange.

Signature: \_\_\_\_\_

Print or type name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Revised 16 Jul 91)

<b>CERTIFICATE OF CARGO LIABILITY INSURANCE</b> <small>(DOD Directive 4100 24 R, Appendix A)</small>			
<b>THE FOLLOWING IS THE MINIMUM REQUIRED INSURANCE FOR CARRIERS/FORWARDERS:</b>			
	Amount Per Shipment	Amount Per Aggregate Losses/Damages at Any One Place and Time	
DOMESTIC	\$10,000	\$150,000	
INTERNATIONAL	\$10,000	\$150,000	
<b>INSTRUCTIONS (Type all information except signature.)</b>			
1. A. NAME OF INSURANCE COMPANY		2. A. NAME OF HOUSEHOLD GOODS CARRIER/FORWARDER	
1. B. ADDRESS (street number, city, state and zip code.)		2. B. ADDRESS (street number, city, state and zip code.)	
3. SCAC	4. POLICY NUMBER	5. EFFECTIVE DATE (Mo/Da/Yr) (12 01 Minimum Standard Term and continuing until cancelled as provided for in paragraph "g" below.)	
<b>6. THE INSURANCE COMPANY (HEREINAFTER REFERRED TO AS COMPANY) HEREBY CERTIFIES AND AGREES THIS POLICY PROVIDES FOR THE FOLLOWING:</b>			
	Amount Per Shipment	Amount Per Aggregate Losses/Damages at Any One Place and Time	
DOMESTIC	\$ _____	\$ _____	
INTERNATIONAL	\$ _____	\$ _____	
<p>Compensation for loss and/or damage to all property belonging to shippers or consignees and coming into the possession of the carrier in connection with its transportation service performed for the account of the Department of Defense (hereinafter referred to as DOD), regardless of whether the motor vehicles, terminals, warehouses, and other facilities used in connection with the transportation of such property are specifically described in the policy or not. The liability of the company extends to such losses and/or damage, whether or not occurring on the route(s) or in the territory(ies) authorized to be served by the carrier whenever the carrier may be legally liable.</p> <p>No limitations in the policy, such as deductibles or coverage restrictions, shall be a valid defense for claims filed by shipper, consignee, or the DOD. If the carrier may be liable, the company may be liable. If the carrier cannot or does not handle a claim, the company assumes responsibility to see that the claim receives prompt attention, including the determination of the carrier's liability, and payment in full to the extent of that liability.</p> <p>Lack of cooperation from the carrier for any reason (including carrier bankruptcy) is no defense. If necessary, the company shall seek from the claimant affidavits or other supporting documentation to permit a determination of liability.</p> <p>When requested by the Commander, Military Traffic Management Command (hereinafter referred to as MTMC), the company will provide, within thirty (30) days, a duplicate original of said policy and all endorsements thereto. MTMC reserves the right to reject certificates of insurance from insurance companies if they fail to provide adequate protection.</p> <p>This certificate may not be cancelled without cancellation of said policy. Such cancellation or any material change may be effected by the company or the carrier only by giving thirty (30) days notice in writing to the Commander, Military Traffic Management Command, ATTN: MT-PPC, 5611 Columbia Pike, Falls Church, Virginia 22041-5050. Such notice will commence to run from the date said notice is actually received at the office of MTMC.</p> <p>Insurance and surety companies must be legally authorized to issue policies of cargo liability insurance in each state that the carrier is authorized to operate by the Interstate Commerce Commission or be authorized to issue such policies in the state in which the carrier has its principal place of business. The underwriter of cargo liability insurance must have a policyholder's rating of "A" or better in <u>Best's Insurance Guide</u>.</p>			
<b>ISSUING OFFICE</b>			
7. A. NAME OF INSURANCE COMPANY/UNDERWRITER		8. A. NAME OF AUTHORIZED INSURANCE COMPANY REPRESENTATIVE	
7. B. ADDRESS (street number, city, state and zip code.)		8. B. SIGNATURE	DATE (Mo. Da. Yr.)
PHONE NO. (area code)			

MT-HQ Form 49-R, May 85

EDITION OF JUL 83 IS OBSOLETE

(figure A-2)

A-30

**Sample  
Agency Agreement**

DATE \_\_\_\_\_

This is to certify that an \_\_\_\_\_ agency agreement is in effect between  
(insert exclusive if applicable)

\_\_\_\_\_ and \_\_\_\_\_ for the purpose of handling  
(carrier) (agent)

\_\_\_\_\_ from \_\_\_\_\_  
(household goods/unaccompanied baggage insert as applicable) (Codes) (Country)

to each of the 48 contiguous states and the District of Columbia. I certify that the facilities of my overseas agent have been inspected by a responsible representative of my company and such facilities meet the standards of my company.

In witness thereof, the undersigned authorized officials have affixed their signatures on the dates indicated.

Carrier		Agent
_____ (Name)	_____ (Code)	_____ (Name)
_____ (Address)		_____ (Address)
_____ (Signature)		_____ (Signature)
_____ (Date)		_____ (Date)

MILITARY INSTALLATION SERVED: \_\_\_\_\_  
\*(GBLOC CODE)

(figure A-3)

# SAMPLE

## Outline of Financial and Administrative Control

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_ Effective Date of Data: \_\_\_\_\_

This questionnaire is prepared with the full knowledge of the law that, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both (June 25, 1946, Ca. 645, 62 Stat. 749)(18 USC 1001)."

Section I - (A) Stockholders - List the name, address and number of shares of each class of stock held by persons holding more than five percent of the issued and outstanding capital stock of the corporation or propriety interest in the company.

(1) <u>Name</u>	(2) <u>Address</u>	(3) <u>Held for Own Account Yes or No</u>	(4) <u>Number &amp; Class of Shares or Amount of Capital Held</u>	(5) <u>Percent of Total Stock or Capital</u>
--------------------	-----------------------	--	--	---

If answer to Column (3) is "No," list name and address of persons for whose accounts stock or other interest is held.

Section I - (A)(I) Are there in existence options, warrants, or other agreements to acquire that stock of the applicant? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe: (If the answer is yes).

(B) Officers and Directors

(1) <u>Name</u>	(2) <u>Address</u>	(3) <u>Title</u>	(4) <u>Class of Shares</u>	(5) <u>Number of Record</u>	(6) <u>In home of Others</u>
--------------------	-----------------------	---------------------	-----------------------------------	------------------------------------	-------------------------------------

Section II Applicant agrees to inform MTMC, in writing, within 10 days of any change in facts or circumstances which would result in any change or alteration in the information herein above met forth, failure to furnish such notification may result in suspension or revocation.

Section III

Name of Applicant

\_\_\_\_\_  
 Name

State whether Person, Firm or Corp.: \_\_\_\_\_

If Corporation, Attest:

By: \_\_\_\_\_  
 (Authorized Signature)

By: \_\_\_\_\_  
 Secretary or Asst. Secretary

\_\_\_\_\_  
 (Title)



JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN FLAG AIRCRAFT

\_\_\_\_\_  
Date

CARRIER \_\_\_\_\_

I certify that it (is) (was) necessary to transport the household goods and/or personal effects of \_\_\_\_\_

B/L \_\_\_\_\_ between \_\_\_\_\_

and \_\_\_\_\_ on route from \_\_\_\_\_

a foreign flag aircraft, for the following reasons:

\_\_\_\_\_  
(A full explanation is required)

Required  
Delivery Date \_\_\_\_\_

Departure  
Date \_\_\_\_\_

Arrival  
Date \_\_\_\_\_

Cu            Gross  
Ft.           Weight \_\_\_\_\_

Net  
Weight \_\_\_\_\_

Air  
Freight Charge \_\_\_\_\_ per \_\_\_\_\_

HEADQUARTERS  
Military Airlift Command  
\*ATTN: MAC/TROP  
Scott AFB, IL 62225

The Thru/GBL rate on file with Headquarters, MTMC, will be protected to the extent provided by paragraph 33e of the Tender of Service.

\_\_\_\_\_  
Signature of Carrier Representative

\_\_\_\_\_  
Date

(figure A-5)

JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN FLAG VESSEL

\_\_\_\_\_  
Date

I certify that it (is) (was) necessary to transport the household goods  
and/or personal effect of \_\_\_\_\_  
between \_\_\_\_\_ and \_\_\_\_\_  
en route from \_\_\_\_\_ to \_\_\_\_\_  
via the \_\_\_\_\_, a foreign flag vessel for the

\_\_\_\_\_  
(A full explanation is required)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorizing Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Post, Station, or Installation

8976.40 RESPONSIBILITY OF CERTIFYING OFFICER. Certifying officer have the responsibility in the first instance of determining the acceptably of the foregoing certificate which must be attached to bills involving movements by foreign flag vessels prior to the certification of such bills. (Title V, GAO Manual)

(figure A-6)

# HOUSEHOLD GOODS DESCRIPTIVE INVENTORY

TAG LOT NO.		PAGE NO.	NO. OF PAGES
TAG COLOR NOS. THRU		CARRIER'S REFERENCE NO.	
CONTRACTOR OR CARRIER		CONTRACT OR OBL. NO.	
OWNER'S GRADE OR RATING AND NAME		GOVT. SERVICE ORDER NO.	
ORIGIN ADDRESS CITY STATE		VAN NUMBER	
DESTINATION			

<b>DESCRIPTIVE SYMBOLS</b> B/W BLACK & WHITE TV C: COLOR TV CP: CARRIER PACKED FPK: PACKED BY OWNER CD: CARRIER DISASSEMBLED DB: DISASSEMBLED BY OWNER PS: PROFESSIONAL BOOKS PE: PROFESSIONAL EQUIPMENT PP: PROFESSIONAL PAPERS BE: BEAT BR: BROKEN BU: BURNED CA: CRACKED CL: CONTENTS & CONT. UNKNOWN	<b>EXCEPTION SYMBOLS</b> D: DENTED F: FACED G: GOUGED L: LOOSE M: MARRED M: MULED MO: MOTTLED R: RUBBED RU: RUSTED SC: SCRATCHED SH: SHORT SO: SOILED T: TORN W: WORN Z: CRACKED	<b>LOCATION SYMBOLS</b> 1: ARM 2: BOTTOM 3: CORNER 4: FRONT 5: LEFT 6: LEGS 7: REAR 8: RIGHT 9: SIDE 10: TOP 11: UNDER 12: EDGE 13: CENTER 14: SEAT 15: STRAPS 16: WHEELS
--	---	---

NOTE: THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR

ITEM NO.	ORIGIN REF.	ORIGIN CHECK	ORIGIN DISC.	ORIGIN DISC. REF.	ARTICLES	DESCRIPT. SYMBOLS	CONDITION AT ORIGIN	EXCEPTIONS IF ANY AT DESTINATION
1								
2								
3								
4								
5								
6								
7								
8					CARRIERS HAVE THE FOLLOWING OPTIONS ON THE INVENTORY-NO OTHER DEVIATIONS ARE AUTHORIZED.			
9								
0								
1					1. USE OF DOUBLE OR SINGLE COLUMNS. WHEN SINGLE COLUMN IS USED, CARRIERS WILL ADJUST "ITEM NO.", CR, REF", ARTICLES", "CONDITION AT ORIGIN", AND EXCEPTIONS (IF ANY)" AT DESTINATION'S COLUMN SPACE ACCORDINGLY.			
2								
3								
4								
5								
6					2. PACKING LIST FOR CARRIERS ONLY.			
7								
8								
9								
0								
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								
REMARKS/EXCEPTIONS								

## WARNING

AT ORIGIN	CONTRACTOR CARRIER OR REPRESENTATIVE OF OWNER	DATE	AT DESTINATION	CONTRACTOR CARRIER OR REPRESENTATIVE OF OWNER	DATE
	SIGNATURE	TIME		SIGNATURE	TIME
	OWNER OR AUTHORIZED AGENT	DATE		OWNER OR AUTHORIZED AGENT	DATE
	SIGNATURE	TIME		SIGNATURE	TIME

**Billing Instructions--Household Goods/Unaccompanied Baggage**  
(Legend: X-Required; N/A-Not Required)

	<i>Army and Air Force</i>	<i>Navy and Marine Corps</i>
<b>Billing Documents</b>		
1. Original "Public Voucher for Transportation Charges (SF-1113)"-----	X	X
2. Memorandum Copy "Public Voucher for Transportation Charges (SF-1113a)"-----	N/A	X
3. Original GBL. Accomplished or supported by certification of liability as specified in item 7 below-----	X	X
4. Memorandum or waybill copy GBL: N/A for Marine Corps-----	N/A	X
5. Original of scale weight ticket(s) prepared by weighmaster(s)-----	X	X
6. Original "Statement of Accessorial Services Performed" (DD Form 619) when charges are assessed for accessorial services not including SIT-----	X	X
7. Certification of liability during SIT period until delivery to consignee when billing separately for charges from point of origin to point of storage-----	X	X
8. Copy of commercial ocean/air freight bill for shipments between points in CONUS and points outside CONUS-----	X	X
9. "Justification Certificate for Use of a Foreign Flag Vessel or Aircraft" when American flag service is unavailable or necessity of the traveler's mission requires use of foreign flag service-----	X	X
10. Original document authenticating diversions or reconsignment; prepared, signed, and provided by the ITO who requested and authorized the action-----	X	X
11. Original "Application for Shipment of Household Goods" (DD Form 1299 <sup>2</sup> )-----	N/A	X
12. One copy of permanent change of station orders or other authority for shipment <sup>2</sup> -----	N/A	X
13. "Certification of Ocean Freight Charges"-----	X	X
14. A copy of the "one-time only" rate tender, if applicable-----	X	X
15. Original "Statement of Accessorial Services Performed (SIT Delivery & Reweigh), DD Form 619-1, when charges are assessed for SIT delivery-----	X	X

Note. The carrier may, at its option, prepare a certificate bearing a statement designating the warehouse agent of the line-haul carrier for SIT and delivery-out charges (and other applicable related charges) authorized by the GBL to which the certificate pertains. (GAO Policy and Procedures Manual for Guidance of Federal Agencies, paragraph 3075.20.)

<sup>1</sup>Applies only to shipments within CONUS and between CONUS and points outside CONUS. All DD Forms 619 and 619-1 submitted with SF's 1113 for payment will be fully completed with applicable entries except for the "Unit Price" and "Charge" columns. Completion of these two columns is optional with the carrier or his agent. If the carrier or agent completes the "Unit Price" and "Charge" columns on the DD Form 619 and 619-1 submitted with billings, the total of accessorial charges may be shown on the SF 1113 in lieu of itemization of individual unit prices or charges, except that for the Marine Corps billings the accessorial charges will continue to be itemized on the SF 1113a. When supplemental bill for storage-in-transit is presented by the line-haul carrier or agent, in addition to other documents a legible memorandum copy of the Government bill of lading and a copy of the original line-haul voucher (SF 1113) will be included.

<sup>2</sup>These two documents required for all Navy and Marine Corps shipments will be placed in an envelope and clearly marked "Notice to Carrier: DO NOT DESTROY--er--losed documents will accompany billing for payment of transportation charges." The envelope with contents will be securely attached to the original GBL and will not be detached by carriers. To serve this purpose, the original DD 1299 is required for Navy shipments and a legible copy is acceptable for Marine Corps shipments.

(figure A-8)

APPENDIX B

LETTER OF INTENT - PERSONAL PROPERTY  
AND UNACCOMPANIED BAGGAGE

FORMS APPROVED  
OMB NUMBER: 0702-0022  
EXPIRES: May 31, 1990

(TELEX)

(CARRIER NAME)

(PHONE)

(CARRIER ADDRESS)

(DATE)

For ITGBL traffic this LOI  
is effective with \_\_\_\_\_  
(Vol. No.)

SUBJECT: Letter of Intent

TO: Personal Property Shipping Officer

As specified by Enclosure 1 for domestic traffic and/or rates filed with the MTMC for international traffic, you are requested to accept this letter as evidence of our intent to provide personal property services from your area(s) of responsibility. We are approved by MTMC, and copies of our appropriate Federal and/or state certificates and/or permits are on file with the MTMC. My rates and charges are shown in:

\_\_\_\_\_  
(List applicable tariffs or tenders)

\_\_\_\_\_  
Intrastate Tariff: (when applicable)

This letter of intent is applicable to your operating area(s) (list area).

This certifies that an agency agreement(s) is in effect between my company and our designated agent(s) listed below. A Certificate of Agency Agreement is forwarded by Enclosure 2.

TYPE SERVICE

AGENT NAME

AGENT ADDRESS

TELEPHONE

When applicable, enclosure 3 identifies joint carriage/interline carriers by name and states/areas served by such carriers for domestic traffic.

\_\_\_\_\_  
(APPROVING OFFICIAL)

\_\_\_\_\_  
(TITLE)

Enclosures - 3

1. Domestic Operating Authority Map (except 49-state carrier).
2. Certification of Agency Agreement (for overseas PPSOs only).
3. Joint Carriage or Interline Carriers (when applicable for domestic traffic).

TYPE SERVICE

D - Domestic  
O - Overseas  
U - Unaccompanied Baggage  
H - Household Goods

## APPENDIX C

### LIST OF STATE, COMMONWEALTH, AND DISTRICT WEIGHTS AND MEASURES OFFICES OF THE UNITED STATES

This list of State, Commonwealth, and District Weights and Measures Offices provides the personal property shipping offices (PPSOs) with the name, location, and telephone number of the responsible weights and measures offices having legal jurisdiction over Government and commercial scales. The following are the responsible offices for scale inspection, testing, and approval of weighmasters.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
ALABAMA	Director, Division of Gins and Warehouses, Weights and Measures, Department of Agriculture and Industries, Beard Building, P. O. Box 3336, Montgomery, AL 36193, telephone (205) 242-2613.
ALASKA	Chief, Division of Measures and Standards, 12050 Industrial Way, P. O. Box 11686, Anchorage, AK 99511, telephone (907) 345-7750, FAX: (907) 345-2641.
ARIZONA	Director, Department of Weights and Measures, 1951 W. North Lane, Phoenix, AZ 85021, telephone (602) 255-5211, FAX: (602) 255-1950.
ARKANSAS	Director, Bureau of Standards, 4608 West 61st Street, Little Rock, AR 72209, telephone (501) 371-1759.
CALIFORNIA	Chief, Division of Measurement Standards, 8500 Fruitridge Road, Sacramento, CA 95826, telephone (916) 366-5119.
COLORADO	Chief, Measurement Standards Section, Colorado Department of Agriculture, 3125 Wyandot Street, Denver, CO 80211, telephone (303) 866-2845.
CONNECTICUT	Director, Weights and Measures Division, Department of Consumer Protection, 165 Capitol Avenue, Hartford, CT 06106, telephone (203) 566-4778.
DELAWARE	Weights and Measures Administrator, Division of Consumer Protection, 2320 South Dupont Highway, Dover, DE 19901, telephone (302) 739-4811.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
DISTRICT OF COLUMBIA	Chief, Weights, Measures, and Markets Branch, Department of Licenses and Permits, 1110 U Street, SE, Washington, DC 20020, telephone (202) 767-7923.
FLORIDA	Chief, Bureau of Weights and Measures, 3125 Conner Boulevard, Tallahassee, FL 32399-1650, telephone (904) 488-9140.
GEORGIA	Assistant Commissioner, Fuel and Measures Division, Department of Agriculture, Agriculture Building, Capitol Square, Atlanta, GA 30334, telephone (404) 656-3605.
IDAHO	Chief, Bureau of Weights and Measures, 2216 Kellogg Lane, Boise, ID 83712, telephone (208) 334-2345.
ILLINOIS	Weights and Measures Program Manager, Department of Agriculture, Division of Plant Industries and Consumer Services, State Fairgrounds, P. O. Box 19281, Springfield, IL 62794-9281, telephone (217) 782-3817.
INDIANA	Administrator, Weights and Measures Program, Division of Retail Consumer Affairs, 1330 West Michigan Street, Indianapolis, IN 46206, telephone (317) 633-0350.
IOWA	Chief, Weights and Measures Bureau, Iowa Department of Agriculture and Land Stewardship, Henry A. Wallace Building, Des Moines, IA 50319, telephone (515) 281-5716.
KANSAS	Office of Weights and Measures, Division of Inspections, 2016 SW 37th Street, Topeka, KS 66611-2570, telephone (913) 267-4641.
KENTUCKY	Director, Division of Weights and Measures, Department of Agriculture, 106 W. Second Street, Frankfurt, KY 40601, telephone (502) 564-4870.
LOUISIANA	Office of Agro-Consumer Services, P. O. Box 3098, Baton Rouge, LA 70821-3098, telephone (504) 925-3780, FAX: (504) 922-1289.
MAINE	Director, AFARR, Division of Regulations, State House Station 28, Augusta, ME 04330, telephone (207) 289-3841.
MARYLAND	Program Manager, Weights and Measures Section, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401, telephone (301) 261-8106 (Washington Metro Area) or (301) 841-5700 (Baltimore/Annapolis Area)



<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
MASSACHUSETTS	Director of Standards, Executive Office of Consumer Affairs, Division of Standards, One Ashburton Place, Boston, MA 02108, telephone (617) 727-3480.
MICHIGAN	Senior Food Specialist, Weights and Measures, Michigan Department of Agriculture, P. O. Box 30017, Lansing, MI 48909, telephone (517) 373-1060.
MINNESOTA	Director, Weights and Measures Division, Department of Public Service, 2277 Highway 36, St. Paul, MN 55113, telephone (612) 341-7200, FAX: (612) 639-8537.
MISSISSIPPI	Director, Weights and Measures Division, Department of Agriculture and Commerce, P. O. Box 1609, Jackson, MS 39215-1609, telephone (601) 354-7080.
MISSOURI	Supervisor, Device and Commodity Inspection, Division of Weights and Measures, P. O. Box 630, Jefferson City, MO 65102-0630, telephone (314) 751-5638.
MONTANA	Administrator, Public Safety Division, 1424 9th Avenue, Helena, MT 59620, telephone (406) 444-3164.
NEBRASKA	Director, Weights and Measures, Nevada Department of Agriculture, P. O. Box 11100, Reno, NV 89510-1100, telephone (702) 789-0166.
NEW HAMPSHIRE	Commissioner, New Hampshire Department of Agriculture, Caller Box 2042, Concord, NH 03302-2042, telephone (603) 271-3351.
NEW JERSEY	State Superintendent, Division of Weights and Measures, Department of Law and Public Safety, 1261 Routes 1 and 9 South, Avenel, NJ 07001, telephone (908) 815-4840, FAX: (908) 382-5298.
NEW MEXICO	Director, Division of Standards and Consumer Services, New Mexico Department of Agriculture, P. O. Box 30005, Department 3170, Las Cruces, NM 88003-0005, telephone (505) 646-1616.
NEW YORK	Weights and Measures Specialist III, Department of Agriculture and Markets, 1 Winners Circle, Capital Plaza, Albany, NY 12235, telephone (518) 733-3313.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
NORTH CAROLINA	Director, Standards Division, North Carolina Department of Agriculture, Department SD, P. O. Box 27647, Raleigh, NC 27611, telephone (919) 733-3313.
NORTH DAKOTA	Director, Weights and Measures Division, Public Service Commission, State Capitol, Bismarck, ND 58505-0480, telephone (701) 224-2400 or 1-800-932-2400.
OHIO	Chief, Division of Weights and Measures, Department of Agriculture, 8995 East Main Street, Reynoldsburg, OH 43068-3399, telephone (614) 866-6361.
OKLAHOMA	Program Administrator, Weights and Measures Section, Agricultural Products Division, 2800 North Lincoln Boulevard, Oklahoma City, OK 73105-4298, telephone (405) 521-3864.
OREGON	Administrator, Measurement Standards Division, Department of Agriculture, 635 Capitol Street, Salem, OR 97310-0110, telephone (503) 378-3792.
PENNSYLVANIA	Director, Bureau of Standard Weights and Measures, Department of Agriculture, 2301 N. Cameron Street, Harrisburg, PA 17120, telephone (717) 787-6359.
RHODE ISLAND	Supervising Metrologist, Weights and Measures, Department of Labor, Office of the Director, 220 Elmwood Avenue, Providence, RI 02907, telephone (401) 457-1876.
SOUTH CAROLINA	Commissioner, Consumer Services Division, Department of Agriculture, 101 Williams Street, P. O. Box 11280, Columbia, SC 29211, telephone (803) 737-2080.
SOUTH DAKOTA	Director, Division Commercial Inspection and Regulation, 118 West Capitol, Pierre, SD 57501-2080, telephone (605) 773-3697.
TENNESSEE	Standards Administrator, Quality and Standards Division, Ellington Agriculture Center, Box 40627, Melrose Station, Nashville, TN 37204, telephone (615) 360-0109.
TEXAS	Chief, Weights/Measures Section, Department of Agriculture, P. O. Box 12847, Austin, TX 78711, telephone (512) 463-7476.
UTAH	Director, Weights and Measures, Department of Agriculture, 350 N. Redwood Road, Salt Lake City, UT 84116, telephone (801) 538-7158.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
VERMONT	Director, Division of Weights and Measures, Department of Agriculture, 116 State Street/State Office Building, Montpelier, VT 05602, telephone (802) 828-2500.
VIRGINIA	Program Manager, Office of Weights and Measures, Department of Agriculture and Consumer Services, P. O. Box 1163, Richmond, VA 23209, telephone (804) 786-2476.
WASHINGTON	Chief, Weights and Measures Section, Department of Agriculture, 406 General Administration Building, Olympia, WA 98504, telephone (206) 753-5042.
WEST VIRGINIA	Director, Weights and Measures Section, Department of Labor, 1800 East Washington Street, Charleston, WV 25305, telephone (304) 348-7890.
WISCONSIN	Supervisor, Weights and Measures Technical Unit, Trade and Consumer Protection Division, Wisconsin Department of Agriculture, 801 West Badger Road, P. O. Box 8911, Madison, WI 53708, telephone (608) 266-7220.
WYOMING	Weights and Measures Program Coordinator, Technical Services, Division of Standards and Consumer Services, 2219 Carey Avenue, Cheyenne, WY 82001, telephone (707) 777-6590.

## APPENDIX D

### ALPHA CODES FOR DPM SHIPMENTS

**GENERAL.** This appendix provides guidance for the construction of two-position alpha codes for DPM shipments. DPM alpha codes shall be entered in the "Service Code," block 3 of the PPGBL, on all DPM shipments. The first position shall designate the commodity shipped (shown in Chapter 1), and the second position shall designate the type of DPM service used (shown in Part 2 below). For example, in constructing a DPM alpha code for an intertheater shipment of unaccompanied baggage through commercial air, the code for unaccompanied baggage (B) will be found in Part 1, and the code for (INTE/AIR/COMM/DPM) (L) will be found in Part 2, section C. Therefore, "BL" is the correct DPM alpha code for this shipment.

#### Part 1

##### DPM ALPHA CODES--FIRST POSITION, TYPE COMMODITY DESIGNATOR

<u>COMMODITY</u>	<u>CODE</u>
Ammunition	A
Unaccompanied baggage (personal effects)	B
Household goods	H
Expensive and valuable items	V

#### Part 2

##### DPM ALPHA CODES--SECOND POSITION, TYPE COMMODITY DESIGNATOR

###### A. DOMESTIC (DOM) - DPM MOVEMENTS SOLELY WITHIN CONUS

(DOM/SUR/MTR/DPM) - DPM movement in which the Government arranges packing or pickup at origin, linehaul movement by motor carrier, and delivery or unpacking at destination.	A
(DOM/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination commercial air terminal, and delivery or unpacking at destination.	B
(DOM/AIR/MIL/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, movement by military air (i.e., LOGAIR, QUICKTRANS) to the destination military air terminal, and delivery or unpacking at destination.	C

SERVICECODE

(DOM/PP) - Domestic DPM movement not otherwise identified above.

D

B. INTERNATIONAL (INTL) - DPM MOVEMENTS BETWEEN CONUS AND OVERSEAS AREAS

(INTL/SUR/MSC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military ocean terminal, HSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.

E

(INTL/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.

F

(INTL/AIR/MAC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, MAC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.

G

(INTL/PP) - International DPM movement not otherwise identified above.

H

C. INTERTHEATER (INTE) - DPM MOVEMENT BETWEEN ONE OVERSEAS THEATER AND ANOTHER OVERSEAS THEATER

(INTE/SUR/MSC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military ocean terminal, MSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.

K

(INTE/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.

L

(INTE/AIR/MAC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, MAC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.

M

(INTE/PP) - Intertheater DPM movement not otherwise identified above.

N

SERVICECODED. INTRATHEATER (INTR) - DPM MOVEMENTS SOLELY WITHIN ONE OVERSEAS THEATER

(INTR/SUR/MSC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military ocean terminal, MSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination. P

(INTR/SUR/MTR/DPM) - DPM movement in which the Government arranges packing or pickup at origin, linehaul movement by motor carrier, and delivery or unpacking at destination. R

(INTR/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination. W

(INTR/AIR/MAC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military or air terminal, MAC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination. X

(INTR/PP) - Intratheater DPM movement not otherwise identified above. Y

APPENDIX E

TENDER OF SERVICE

MOBILE HOMES

FORM APPROVED

OMB NUMBER: 0704-0 056

EXPIRES: MAY 31, 1988

TO: Commander  
Military Traffic Management Command  
ATTN: MTPP  
5611 Columbia Pike  
Falls Church, VA 22041-5050

Date \_\_\_\_\_

This tender is submitted for service as indicated below:

- ( ) Towaway/truckaway/rail  
( ) Other \_\_\_\_\_

From: \_\_\_\_\_  
(Name of Carrier) (SCAC)  
\_\_\_\_\_  
(Address of Carrier)  
\_\_\_\_\_  
(Basic Federal or State Certificate or Permit No.(s))  
\_\_\_\_\_  
(Name of Interline Carrier) (SCAC)  
\_\_\_\_\_  
(Basic Federal or State Certificate or Permit No.(s))

This Signature Sheet certifies that I have read and understand all the terms and conditions set forth in the TENDER OF SERVICE received from the Military Traffic Management Command (MTMC). I agree to accept and provide service under the terms and provisions of the TENDER OF SERVICE and all amendments thereto.

NAME

TITLE

SIGNATURE

## TRAFFIC MANAGEMENT

1. General. I understand that submission of the Tender of Service, hereafter referred to as "tender," to Headquarters, Military Traffic Management Command, is a prerequisite to my consideration for transportation of mobile homes; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I expressly agree that I shall perform prudent traffic management to provide service in accordance with the provisions of this tender.

2. Operating Authority.

a. I certify that I hold all necessary authority, issued in my name for the transportation of mobile homes, from the appropriate regulatory bodies and, in addition to tariff and legal requirements, agree to the provisions of this tender.

b. Attached is a description of areas to be served, including a shaded map designating my current operating authority.

c. Interline carriers named in the title page are carriers with which I, as the primary carrier, am approved to interline for furtherance of the through movement of a shipment. I agree to apprise the interlining carriers of their responsibility to fulfill the requirements of this tender.

d. I agree that the interline carriage arrangements are subject to the provisions of paragraphs 3 and 28 of this tender.

3. Through Responsibility. I agree that all shipments shall be moved under my direct management control and responsibility from origin to destination shown on the PPGBL, including interline carriage with duly certificated or approved carriers who are participants in the tender.

4. Use of an Alternate Carrier. When I accept a shipment with both origin and destination points within the scope of my operating authority or interline agreement and/or approved by MTMC but find, because of unavoidable circumstances, that I am unable to physically transport the shipment, I may, upon approval of the origin PPSO, arrange with other MTMC-approved carrier to perform the required services. In such cases, I shall inform the PPSO of the name of the carrier to whom the shipment has been transferred. I shall continue to be shown on the PPGBL as the initial carrier and shall accept through responsibility from the time of pickup at origin to delivery at destination.

5. Common Financial or Administrative Control. Please check the common financial or administrative control statement applicable to your company.

[ ] I certify that I am not under common financial or administrative control of any other mobile home carrier serving the same shipping activity.

[ ] Attached is a list of activities that will be served by additional mobile home carrier(s) that are under my common financial or administrative control. (For the purpose of this tender, common financial or administrative control is defined the same as in Section 5 of the ICC Act.)



6. Financial and Operational Information. Upon request, I shall furnish Headquarters, MTMC, information on financial and operational matters in the manner, form, and content determined necessary by MTMC to resolve questions concerning qualifications to participate in the DOD Personal Property Shipment and Storage Program. Company records and supporting documentation relating to such questions shall be made available for examination by MTMC representatives at the office of the company during normal duty hours.

7. Required Delivery Date.

a. When I accept a shipment at origin, it is understood that I also agree to meet the pickup date and the required delivery date (RDD) of the shipment as stated on the PPGBL, without the application of increased rates or charges. I understand that pickup and delivery will not be scheduled before 0800 or after 1700 nor on Saturdays, Sundays, and holidays, without prior approval of the PPSO or the member. I agree to obtain clearance from the PPSO before delivery of the shipment except as provided below. Further notification will not be deemed necessary unless so instructed by the PPSO. Exception: Upon the request of the member, the mobile home may be delivered at other than the prescribed time indicated above, subject to the following conditions:

(1) The member and the carrier agree that there is no requirement for an inspector.

(2) It must be mutually agreeable to the member and carrier.

(3) The carrier shall notify the PPSO of such action within 48 hours of delivery.

b. When, for any reason, it is known or expected to be impossible for me to have the shipment at destination on or before the RDD, I shall notify both the origin and destination PPSOs at the earliest practicable time, explaining the exact reason(s) therefor, and furnish the current physical location of the shipment and an estimate of the delay expected beyond the RDD.

c. I understand that the medium of communication to be used in notifying the PPSOs will ensure that notification reaches the destination PPSO before expiration of the RDD. For format of notification, see paragraph 25 of this appendix.

8. Inconvenience.

a. I further agree to pay liquidated damages for inconvenience incurred to the member resulting from my missing the prescribed RDD except for reasons that I can reasonably establish were beyond my control, such as an act of God, act of the public enemy, act of the shipper, act of the public authority, violent strikes and mob interference, weather conditions that preclude the movement of mobile homes, unavoidable accidents, or mechanical or structural failures. Payment shall be made to the member on documented claims for such liquidated damages not to exceed \$37.50 per day for the member, \$25 per day for each dependent 12 years of age or over, and \$12.50 per day for each dependent under 12 years of age. The member shall document his claim fully with an itemized list of charges and accompanying receipts for charges incurred. Charges shall be computed from the day following the day specified on the PPGBL as the RDD or on the documented subsequent estimated delivery date if that subsequent date is justified based on a reason beyond my control.

b. A claim for inconvenience to a member paid by a carrier shall obviate further penalties to the carrier on that shipment.

9. Transit time. I agree that a reasonable RDD (excluding Saturdays, Sundays, and US holidays) shall be based upon a maximum of 2 days to pickup and a maximum of 2 days for delivery and an average of 250 miles per day travel time for mobile homes 10 feet or less in width and 200 miles per day for mobile homes in excess of 10 feet in width unless restricted by the exceptions contained in paragraph 8a of this appendix. If after establishment of the RDD and before the pickup of the shipment the carrier or PPSO learns that the member's needs have changed, a new RDD may be established by the PPSO upon approval by the member and the carrier.

10. Inspections.

a. Origin.

(1) I shall conduct a premove inspection of the mobile home and internal contents on all shipments originating within a 100-mile radius of my nearest agent facility at least 48 hours prior to the scheduled pickup date. I will advise the service member and the PPSO of any apparent defects that may render transportation unsafe or impracticable. I understand this requirement will only apply to those shipments on which I am provided at least 10 working days notice prior to the scheduled pickup date. I further agree that telephonic premove surveys will be made for shipments originating outside a 100-mile area of my nearest agent facility, and for shipments where I am provided less than 10 working days notice prior to the scheduled pickup date. If, because of my failure to conduct a mandatory premove inspection, a mobile home is rejected on the scheduled pickup date, I agree to pay liquidated damages for inconvenience incurred by the member resulting from my missing the prescribed pickup date in accordance with paragraph 8 of this tender. I further understand that I will not be reimbursed for attempted pickup and related charges under these circumstances.

(2) On the scheduled pickup date, I shall inspect the mobile home and internal contents prior to movement and will advise the PPSO of any apparent defects that may render transportation unsafe or impracticable. I shall prepare, in quadruplicate, a Mobile Home Inspection Record (DD Form 1800) as evidence of the condition of the mobile home and its fixtures. I shall check the accessible items listed on the DD Form 1412, Inventory of Articles Shipped in House Trailer, furnished me by the origin PPSO and annotate the quantity and condition thereof. Items not accessible, such as cartons and containers packed by owner (this may or may not be secured by tape, lock, or other device) shall be annotated on the DD Form 1412 as PBO-CU. Both records shall bear the signature of the member, his authorized agent, or the PPSO, together with the signature of my agent, certifying the accuracy and completeness of the records.

(3) Grounds. I shall perform a careful inspection of the ground conditions leading to and underneath the parked mobile home. If I determine the ground conditions are soft, sandy, or muddy, which would cause damage to the mobile home when moved by the carrier's equipment, I shall notify the PPSO or member that wrecker service is necessary and await disposition instructions. If similar conditions exist at destination, the same procedures shall be followed. In either case, an explanation shall be recorded on the Carrier's Inspection Record.

(4) Carrier's Equipment. I agree that my transportation equipment and the manner of handling the mobile home are subject to inspection and acceptance by the PPSO or his authorized representative.

(5) Carrier Personnel. I agree that I shall use only personnel qualified in their assigned duties in the movement of mobile homes. I further agree that an PPSO or PPSO's designated representative may disapprove of any of my personnel found to be under the influence of alcohol or drugs or who use abusive language. I agree that I will not use convict or prison labor in the movement of personal effects belonging to members.

b. En Route. I agree to make reasonable inspections while en route and take action to have any defects corrected that would render the mobile home unsafe for onward movement or that could lead to additional damage. I understand that the cost of such repairs shall be limited to \$150 per shipment and can be accomplished without prior approval of the PPSO (tire and tube repair or replacement are excluded). I shall contact the origin PPSO and request prior approval for all repairs or replacements if the costs exceed the limitations stated above. Additionally, if the member has made an inspection of the damages and if the member is locally available, he may be contacted for the purpose of authorizing in writing an expenditure above the previously stated limit. When the written authorization is accomplished and received by my representative, I shall notify the origin PPSO of the member's decision and the amount authorized. I further agree to request approval from the origin PPSO for the use of substitute service when I deem it appropriate. All repairs, whether at origin or en route, regardless of cost, shall be annotated on DD Form 1863 (Accessorial Services-Mobile Home).

c. I agree to use the DD Form 1800 and DD Form 1412 prepared at origin to verify the quantity and condition of property at the destination. Both records shall bear the signature of the member, his authorized agent, or PPSO, together with the signature of my agent, certifying the accuracy and completeness at destination.

11. Tire Replacement.

a. I agree to repair or replace tires or tubes used on mobile homes as may be necessary while in transit. All expenses incurred that are to be billed to the Government shall be annotated on the DD Form 1863.

b. Such expenses shall be supported by signed receipts for each repair or replacement or service rendered. Receipts for tires replaced shall show the place of purchase, the serial number of the new tire purchased, and the serial number of the tire being replaced.

c. I agree that all tires that have been replaced during any given move shall be made available for inspection and serial numbers will be verified at destination by either the member, his agent, or the PPSO. All tires replaced shall be left with the mobile home at destination.

12. Storage-in-Transit (SIT). When SIT is authorized on the PPGBL, placement into SIT at origin or an intermediate point shall be made only when authorized by the origin PPSO. SIT at destination shall be made only when authorized by the destination PPSO. When shipments require SIT, I shall assume full responsibility for arranging for the placement of the mobile home in a DOD-approved storage facility or area and effecting subsequent delivery to ultimate destination as soon as possible, but not later than 5 working days after the date of request for delivery.

13. Storage Facility or Area. I certify that the storage facilities or areas to be used have met DOD standards, which are designed to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home.

14. Services Provided by Carrier. I agree to arrange for all services required for the movement of mobile homes as specified in my applicable rate tariff or tender, or additional terms of this tender when ordered by an PPSO. Additionally, it is understood that I am responsible for (1) compliance with state laws, (2) obtaining the necessary permits (except owner registration certification), and (3) effecting such coordination as may be necessary to accomplish the movement. I understand that permits for oversized mobile home movements applied for, approved, and issued by State authorities will be accepted as evidence that such movements in the State of issue are authorized.

15. Verification of Dimensions. I agree to verify, before movement, the accuracy of mobile home dimensions as entered on the PPGBL and DD Form 1800 and notify the PPSO of any discrepancies. (Dimensions must be shown in feet and inches.) In determining measurements of dimensions or overall extremity length, width, or height, the extreme shall be used.

16. Liability. I agree that my liability shall apply from time of pickup during SIT to time of receipt of shipment by the member or his designated agent at an accessible destination delivery site. I shall accept liability for loss or damage to all items packed or secured by my company. I shall accept tariff liability for loss or damage to all items packed by the owner when external damage to the trailer is apparent. Liability, as used herein, means applicable rate tariff or rate tender liability, declared valuation, or PPGBL liability. Damage, per se, does not constitute violation of this tender. I agree to deliver the mobile home and its contents to destination in the same condition as received at origin except for normal wear and tear, mechanical failure, or structural defects. The burden will be upon me to establish that any loss or damage was caused by conditions that relieve me of liability.

17. Accessorial Services-Mobile Home (DD Form 1863). A DD Form 1863 itemizing the accessorial services performed, when required and authorized by the PPSO and separately charged, shall be prepared by the carrier and signed by my representative and the member or his agent in connection with personal property shipped under this tender. Entries shall include the charges for packing, blocking, light harness, repairs, escort service, or tools. Valuation charges shall be an entry on a separate DD Form 1863. Appliances serviced shall be identified by make or manufacturer's name, and for clothes washing machines or washer and dryer combinations, whether automatic or wringer type. All entries for services performed by a third party shall be supported by valid receipts to reflect separate costs for materials and labor. No accessorial services shall be billed when such services are included in the all-inclusive rates.

18. Distribution of Documents. I agree to distribute documents as follows:

a. As soon as possible, but not later than 10 calendar days after delivery of mobile home or date shipment placed in destination SIT, I shall furnish the origin PPSO:

(1) One memorandum copy of the PPGBL (SF 1203a) annotated with the miles and rate and all charges accrued to date. NOTE: For Navy shipments no accounting copy will be furnished.

(2) Two copies of the DD Form 1800, properly signed.

(3) One copy of the DD Form 1412, properly signed.

(4) One legible copy of DD Form 1863 itemizing the accessorial services performed at origin (furnished only when the accessorial services are performed and so noted on the PPGBL).

b. At the time of pickup, I shall furnish the member or his agent:

- (1) One memorandum copy of the PPGBL (property owner's copy).
- (2) One legible copy of the DD Form 1800, properly signed.
- (3) One legible copy of the DD Form 1412, properly signed.

19. Billing Procedures.

a. I shall invoice for services performed in accordance with the applicable rate tender.

b. For services rendered, I agree to bill the appropriate military service finance office responsible for payment of the transportation charges. For each shipment diverted or reconsigned in accordance with the applicable rate tariff or rate tender, I agree to submit with billing (SF 1113) for the services performed, the original "Diversion Certificate" (Figure 5-6 in Chapter 5 of this Regulation) authenticating the diversion or reconsignment, prepared, signed, and provided by the PPSO who requested and authorized the action. Valuation charges shall be identified separately from all other charges or billing documents. All billing shall be supported by valid receipts signed by party or parties who performed the required services. Each invoice shall itemize labor and materials separately.

20. Claims. I agree to acknowledge receipt of claims actions filed against me within 10 days after receipt, and I agree to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after I receive the claim. If, for reasons beyond my control, the claim cannot be processed and disposed of within 120 days after receipt thereof, I, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, shall advise the claimant in writing of the status of the claim and the reasons for the delay in making final disposition thereof. I shall report to the origin PPSO the final action taken, including the date and total amount of settlement, if any, to include insurance settlement, when known.

21. Insurance. I have cargo insurance that reflects coverage on a continuous basis in at least the amount of \$40,000 for any one mobile home. My coverage for legal liability is evidenced by the attached copy of the underwriter's certification thereof. Certification is attached to it to the effect that the insurance company will give the Commander, MTMC, ATTN: MTPP-C, 5611 Columbia Pike, Falls Church, VA 22041-5050, a 30-day prior notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in "Bests Insurance Guide."

22. Lost Documents. If any copies of the PPGBL (except original) or supporting papers that are required to obtain payment for services rendered are lost or destroyed, I shall provide the Government with legible copies thereof in the same size as the document that was lost or destroyed. If the original PPGBL (SF 1203) is lost or destroyed, I shall forward the PPGBL Freight Waybill (SF 1205) to the appropriate finance center for payment. When both the original PPGBL and the Freight Waybill original have been lost or destroyed, the carrier shall request a

certified Memorandum Copy for use as a substitute billing document. If the original (SF 1203) is located and made available to me before settlement is made, I shall return the canceled waybill or Memorandum Copy to the issuing office. If the original PPGBL is found after settlement, I shall forward the PPGBL to the appropriate issuing office for proper voiding.

23. Tracing. I shall trace a shipment upon receipt of request from the PPSO or member, agree to acknowledge such request within 24 hours, and shall make prompt report.

24. Agents. I agree to furnish the name and address of my agents or representatives when requested by MTMC.

25. Strikes, Embargoes, Floods, Accidents, Fires, Disasters, and Similar Incidents.

a. In the event of strikes, embargoes, floods, accidents, fires, disasters, and similar incidents, I shall notify Headquarters, MTMC, ATTN: MTPP-Q, in addition to notifications required in paragraph 7.c. The following, when known and applicable, shall be contained in this notification:

- (1) Location, including a brief description of the incident.
- (2) The PPGBL number or numbers and type of service (including those in SIT).
- (3) Name, rank, and social security number (SSN) of the member.
- (4) Origin.
- (5) Destination.
- (6) Required delivery date (RDD) shown on PPGBL.
- (7) Current status of shipment or shipments, including new expected delivery date.
- (8) Pertinent details (domestic shipments).
  - (a) Time.
  - (b) Place.
  - (c) Driver's name.
  - (d) Vehicle number, if applicable.
  - (e) Extent of damage.

b. I shall furnish weekly progress reports as long as shipments remain adversely affected.

26. Tender of Service. I understand that this is a Tender of Service and not a rate tender.

27. Ownership. I certify that my company meets any applicable ownership requirement established by law for the type of carriage of goods in which I engage.

28. Quality Control Program. I agree to establish within my (our) company a quality control system that will provide total visibility of all facets of the program and ensure the service I am providing is equal to or greater than the standards of service established by Headquarters, MTMC. This system shall include, but not be limited to, specific subsystems for the functions of traffic management (routing, tracing, and billing), packaging, employee training and supervision, and agent supervision. I agree to provide to MTMC detailed descriptions of this quality control system and the results on request.

29. Unethical Acts. I agree that this Tender of Service is signed with the knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact;

b. Makes any false, fictitious, or fraudulent statements or representations; or

c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry shall be subject to the provisions of paragraph 3 and the penalties prescribed in the criminal law of the United States, that is, 18 U.S.C. 1001.

30. Violations of Tender of Service. I understand that any substantial violation of this tender or failure to perform in accordance with tariff or other legal requirement, may be used as the basis for suspension action by a PPSO. I also understand that the severity of violations or repeated violations of this tender, as determined by Headquarters, MTMC, may be used as justification for immediate disqualification or termination of this Tender of Service without which I am not permitted to participate in further DOD personal property traffic.

31. Requalification. I understand that after being disqualified for any reason, I cannot be requalified until corrective action has been taken on the violation that resulted in disqualification and evidence of corrective action taken is submitted to and approved by HQMTMC.

32. Effective Date. This Tender of Service will be effective on date of approval by Headquarters, MTMC, and shall continue in effect until withdrawal upon 30 days notice, in writing, to Headquarters, MTMC, ATTN: MTPP-C. It shall, while effective, be applicable to shipment of mobile homes that I have accepted for movement and servicing PPGBLs, commercial bills of lading to be converted to PPGBLs or purchase orders, and forms a part of the conditions.

33. Signature.

a. This Signature Sheet certifies that I have read and understand all the terms and conditions set forth in the Tender of Service received from Headquarters, MTMC. I agree to accept and provide service under the terms and provisions of the Tender of Service and all amendments thereto.

b. Any changes in company name, address, telephone number, and company officials will be made by me by submitting a new Tender of Service Signature Sheet to Headquarters, MTMC.

c. This Tender of Service shall be signed by all parties subject to its provisions.

\_\_\_\_\_  
Date

APPENDIX F

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## APPENDIX G

### PREAWARD SURVEY GUIDELINES

1. **General.** The applicable portions of the Federal Acquisition Regulation (FAR) and supplements thereto the DOD 4500.34R, Personal Property Traffic Management Regulation and the Preaward Survey of Contractor's/Carrier's Facility and Equipment (DD Form 1811) will be used when making preaward surveys. Since it is not feasible to list all criteria which makes a warehouse and its management satisfactory or unsatisfactory, the decision as to adequacy is a matter of judgement. The primary overall objectives to be considered involve the following questions: Will the warehouse afford proper protection to the property to be stored? Is the company capable of performing the required services properly? The contracting officer/PPSO will be satisfied that the warehouse has adequate--

a. Protection from pilferage, contamination, theft, fire, flood, rain, moisture, windstorm, or other hazards. The contracting officer may request the advice and/or opinion of the appropriate law enforcement authority in determining the adequacy of a separate storage location for firearms.

b. Storage methods such as proper stacking, ventilation, locator systems, and access for firefighting and inspection.

2. **Structural Requirements.** Facilities may be constructed of any modern building material normally used and generally accepted for the construction of warehouses, transportation terminals, and structures used for similar purposes. Materials may include, but are not limited to, brick, block, concrete, and rolled sheet metal, which are the most commonly used and accepted materials. As a minimum, the inspecting official shall review the following areas during the on-site survey: construction, compliance with local building codes and ordinances, door and window closures, weather tightness, and adequacy of security procedures.

3. **Environmental Requirements.** Facilities should be constructed or equipped with adequate devices which will reasonably ensure property will not be exposed to extreme heat, cold, moisture, high humidity, or other environmental conditions which would cause damage such as mold, mildew, and cracking or separation of finished and glued surfaces. Protective measures may include, but are not limited to, insulation, ventilators, ceiling and floor fans, dehumidifiers, and like devices which are intended to control or regulate the environment within a structure. The requirement for such built-in or external devices will be based on a review of the following factors: geographic location of the facility, weather conditions, previous experience, and incidences of damage claims for facilities within the same area which relate to mold, mildew, or articles which have deteriorated as a result of a climatic condition. Each facility will be evaluated on its own merits considering the above factors. Inspecting officials should consult with local police, fire, and building departments when assessing a facility when further information is needed for approval. Warehouses constructed with exposed (bare), uninsulated metal walls and/or ceilings must provide a disinterested third party engineer's environment report certifying that the facility will provide stored household goods with protection from extreme heat, cold, moisture, humidity, or other environmental conditions which could produce mold, mildew, and cracking or separation of finished/glued surfaces.

4. **Insect and Rodent Control.** Warehouses will not show evidence of insect and rodent infestation. Warehousemen will have an established periodic program, either self-administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. Warehousemen will keep appropriate records to confirm the existence of the program.

5. **Housekeeping.** One of the most important items in warehousing is good house-keeping. Survey personnel should assure themselves that there are provisions for the collection and disposal of packing materials, crates, and other similar trash; that excessive dust and dirt are not prevalent; that working supplies are properly located; and that equipment is maintained in a sound and orderly condition.

6. **Repairs.** Warehouses which require major repairs in order to afford proper protection of property will not be approved. Reinspections will be made only after the contracting officer/PPSO has been advised in writing by the contractor, carrier, or agent that repairs have been completed.

7. **Responsible Management and Operation.** Inspection records will contain evidence of good management and operational practice. Such evidence may be obtained through visual observation of the facility, equipment, and personnel and from information relating to credit standing and financial stability. Whenever a state or municipality require a business firm to be licensed in order to operate a personal property storage warehouse, possession of such license will be verified. The determination that approved contractors continue to possess good management, financial stability, and operational practices will be accomplished at least annually by the contracting officer or PPSO as appropriate. Additional information with respect to determining responsibility of prospective contractors is contained in the DOD FAR supplement, subchapter A, part 9.

8. **Fire Prevention and Protection.**

a. Minimum fire protection standards are based upon fire protection systems, fire insurance rates, and other factors. Warehouses which do not meet these minimum standards will not be approved for participation in the program. For overseas areas fire protection and prevention, standards will be established by the theater commander. Fire risk classifications are as follows:

	<u>Limitation</u> <u>(pounds)</u>
CLASS 1 Fully automatic supervised sprinkler system.	1,500,000
CLASS 2 Fully automatic unsupervised sprinkler system.	1,000,000
CLASS 3 Supervised detection and reporting system.	600,000
CLASS 4 Not more than .600 FCR.	200,000

**NOTE:** Fire content rate (FCR) criteria and Class 4 facilities are discontinued. However, those warehouses presently accepted on the FCR basis will be retained as approved storage facilities. When the FCR increases or decreases, the warehouse classification will be adjusted accordingly. The above class designations and weight limitations apply to basic ordering agreement (BOA) contract facilities only.

Fire protection systems will meet the requirement for insurance rate credit by the recognized fire insurance rating organization. Written evidence of the recognition of an installed fire protection system shall be obtained by the contractor/agent from the cognizant fire insurance rating organization through the contractor's/agent's insurance company (Figure G-1). Periodic inspection (annually as a minimum) by the PPSO/contracting officer will verify that the warehouseman is having the system properly maintained.

All classes of warehouses will have an adequate source of water for firefighting purposes and a responsive fire department. Adequacy of the water supply and fire department will be based upon statements by the appropriate fire insurance rating organization, municipal fire department, or local authority having jurisdiction.

Weight limitation pertains to a warehouse or a fire separation thereof.

The Commander, MTMC, is authorized to approve deviations from the above standards.

b. Even though a warehouse may fall within an approved fire risk classification, it will not be approved unless it meets all other regulations of the Basic Ordering Agreement, Tender of Service, and this Regulation.

c. Warehouses will be approved and utilized in accordance with the standards and provisions of national codes (American Insurance Association, National Fire Protection Association, American Standards Association, etc.) unless local codes are more rigorous with respect to fire prevention and protection requirements; minimum clearance above stacks; width of aisles; accessibility to fire aisles; distribution of fire extinguishers; and outside storage of combustible materials. In accordance with national codes, contractor's storage area will be separated from other occupants of a jointly occupied building by a fire wall or partition having a fire resistance rating sufficient to protect the warehouse from the fire exposure of the other occupant. The minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour.

d. A warehouse operational layout fire plan is required as a part of the preaward survey process. Additionally, all approved storage facilities must submit an initial and, when appropriate, revised fire plan as outlined below. The layout fire plan will show the configuration of pallets or open-stack storage, racks, aisles, deck space, working areas, office space, etc. Respective

dimensions inclusive of wall clearances will be shown. This layout fire plan will be reviewed on site and be signed and dated by an appropriate fire department official for approval. The approved layout fire plan shall be sent to the RSMO contracting officer or PPSO, as appropriate, for permanent retention in the contractor/carrier file. Thereafter any change to the operational characteristic of the warehouse must be reflected on a modified or revised layout fire plan, approved by on-site review, signed, and dated by an appropriate fire department official. The modified layout plan will be sent to the PPSO/contracting officer for retention. A copy of the current approved layout fire plan is to be posted in a prominent position within the warehouse for which it applies.

e. The preaward survey must verify that--

(1) Household goods are not exposed to hazardous materials or operations inside or outside the warehouse.

(2) "No Smoking" signs are conspicuously posted in all storage areas and that no smoking restrictions are rigidly enforced.

(3) Waste and refuse are removed from storage areas daily or kept in metal containers with tight-fitting metal lids.

(4) Aisles are kept free of storage and equipment.

(5) Household goods are stored on skids, dunnage, pallet bases, elevated platforms, or similar aids which provide a two (2)-inch minimum clearance from the floor to the bottom-most portion of the property stored and are not in contact with exterior walls. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from these requirements.

(6) The height of household goods stacked loose does not exceed 10 feet.

(7) Heating, electrical, plumbing, and other systems are serviced at least annually, are maintained in sound condition, and meet all requirements of nationally recognized codes unless local codes or ordinances are more rigorous.

(8) Power equipment such as sweepers, pallet jacks, and forklifts are operated and/or garaged in accordance with nationally recognized codes, unless local codes and standards are more rigorous.

(9) Installed fire protection systems are serviced and maintained in accordance with nationally recognized codes, unless local codes are more rigorous, to ensure they are operational at all times.

(10) Firearms must be stored within a member's storage lot. In those instances where a firearm must be stored separately (i.e., prescribed by applicable law, only item in storage, etc.), the adequacy of the security area will be approved in writing by local law enforcement authority and contracting officer/PPSO.

## 9. Security.

a. Security measures shall conform to the following criteria; however, for overseas areas, security requirements may be established by the theater commander.

b. Building. The walls and roof must be structurally sound, including windows, doors, and skylights.

c. Security Devices. Utilization of electronic protection system is mandatory in areas identified by local law enforcement agencies as "high crime" rate areas. A burglar alarm system with AC-DC alternating power sources, or protective systems such as sound detectors, motion sensors, infrared beam sensors, and closed circuit television, is acceptable only when supervised and monitored at a central station on a 24-hour basis. Additionally, the warehousemen must have a program for the periodic inspection and maintenance of these systems.

d. Windows and Doors. All access walk-in doors, warehouse doors, exterior windows, and overhead doors that may permit warehouse entry by simply breaking the glass therein, will require the installation of heavy metal mesh or "chain-link" type fence, or equal materials installed so that they cannot be readily removed from the exterior, or electronic devices that detect the opening and/or the breaking of glass. This requirement does not apply to windows, the base of which is considered to be above the reach of a reasonably determined burglar or vandal. Skylights, cupolas, and roof vents require the same security measures as windows. When lesser constructed doors (as opposed to heavy duty doors) are used, they will be reinforced with metal bars or steel overlay to defend against forced entry.

e. Locking devices. All doors and access hatches will have a double locking system as a minimum. Electric controlled overhead doors, unlockable metal pins, or snap fasteners are not recognized locking devices and will not suffice as an alternative locking method. The door from the office to the warehouse storage area will also be secured with a double lock system. Double lock system is not required if the office is within the confines of the warehouse walls and the exterior office doors are double locked. When the warehouse office is not within the confines of the warehouse walls and has a door connecting the office area with warehouse area, a double lock system is required. This locking system is required on either the door permitting entry to the office or the door permitting entry to the storage area. The door with the double lock system must be metal, solid wood, or reinforced as stated in paragraph d above.

f. Van: The doors will be secured with heavy duty (case hardened) padlocks or surface key locks.

g. Exterior Area: Recommend heavy duty fence and lights be used when and where possible to deter crime.

10. Subcontracting. When it is in the best interest of the Government, the contracting officer may approve subcontracting in accordance with the provisions of the DOD FAR Supplement, subchapter G, Part 44, and this Regulation. Such approval will be confirmed in writing.

11. Operating Authority Requirements for Storage Contractors. The provisions of the FAR, 52.247-2, Permits, Authorities, or Franchises, are applicable for qualification in the DOD Personal Property Shipment and Storage Program. A prospective contractor engaged in interstate transportation shall be responsible for obtaining a Certificate of Public Convenience and Necessity (PCN) issued by the ICC or, if engaged in intrastate transportation, a certificate issued by the

appropriate state regulatory body. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor will be responsible for furnishing such evidence of compliance with state law.

12. **Evaluation of Flood Hazards.** Prior to final approval, a flood plain report from the US Army Corps of Engineers or disinterested third party Engineer/Surveyor is required to determine if the prospective contractor's facility is in a potential 100-year flood area. Buildings with floor levels below the flood plain levels will not be approved.

13. **Other Considerations.**

a. During preaward surveys, it must be determined if the adjoining occupant is engaged in an operation which is hazardous or nonhazardous to the facility being surveyed. For example, does the adjoining occupant use, store, or manufacture any materials which would be prohibited in a personal property storage facility? Appendix J of this Regulation provides a list of such items which are considered hazardous. Under nonhazardous condition, the minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour. When the adjoining occupant is engaged in a hazardous operation, a judgement must be made as to whether or not the hazard is of such a nature that entry or continued participation in the personal property program should be prohibited.

b. A common problem is the garaging and/or repair/maintenance of vehicles in warehouses. In view of the hazards associated with this practice, contractors, carriers, and agents are not permitted to house or perform maintenance on a vehicle within the part of a structure used for the storage of personal property unless the storage/maintenance area is properly separated from the personal property storage area by appropriate walls having the National Fire Code prescribed degree of fire resistance.

14. **Maintaining Facility Approvals.** Facilities which are in an approved status, as of the effective date of this Regulation, may continue to participate in the nontemporary storage and storage-in-transit personal property programs. However, those facilities which do not meet the minimal standards contained in this appendix will be given three (3) years, from the effective date of this Regulation, to fully comply with these standards. Facilities which fail to meet and comply with these standards, within the 3 year period, will have their approval removed. Facilities seeking initial approval after the effective date of this regulation must comply with the standards herein.

(Sample Format)

(NAME OF WAREHOUSEMAN/CONTRACTOR)

Address of Firm: \_\_\_\_\_  
Address of Storage Location: \_\_\_\_\_  
Owned: \_\_\_\_\_ Leased: \_\_\_\_\_

The description of your fire protection will be completed by your insurance company by checking yes or no, as appropriate:

	YES	NO
a. Is building equipped with an automatic sprinkler system?	___	___
Is automatic sprinkler system supervised?	___	___
Is credit applied to the fire rate for the sprinkler system?	___	___
b. If not sprinklered:		
Does building have a supervised fire detection and reporting system?	___	___
Is credit applied to the fire contents rate for supervised fire detection and reporting system?	___	___
c. Annual Fire Contents Rate (80% Co. Insurance)- \$___ per \$100.		

To the best of my knowledge, the above information herein is true and correct as of this date.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Address of Insurance Company

Your prompt attention to this matter will be appreciated.

Sincerely,

Enclosure - 1  
Verification from Fire Rating Organization

(Figure G-1)

APPENDIX H

DEPARTMENT OF DEFENSE

DEPARTMENT OF ARMY

MILITARY TRAFFIC MANAGEMENT COMMAND

BASIC ORDERING AGREEMENT NUMBER

BASIC ORDERING AGREEMENT

FOR

STORAGE OF HOUSEHOLD GOODS AND RELATED SERVICE

ISSUING OFFICE: \_\_\_\_\_ REGIONAL STORAGE MANAGEMENT OFFICE  
(RSMO)

MILITARY TRAFFIC MANAGEMENT COMMAND

\_\_\_\_\_  
(RSMO ADDRESS)

CONTRACTOR:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(SCAC)

\_\_\_\_\_  
(Address)



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SECTION A - SIGNATURE PAGES

BASIC ORDERING AGREEMENT BETWEEN THE  
UNITED STATES OF AMERICA AND \_\_\_\_\_

This Basic Ordering Agreement is entered into as of \_\_\_\_\_ by and between THE UNITED STATES OF AMERICA, hereinafter called the Government, represented by the Contracting Officer executing this Basic Ordering Agreement, and \_\_\_\_\_.

- (i) ☐ sole owner
- (ii) ☐ a partnership, or
- (iii) ☐ a corporation organized and existing under the laws of the State of \_\_\_\_\_, hereinafter called the "contractor."

This Agreement applies to services which the government may require from time to time for the storage of household goods and related services. Should the government order such services, the government will require the contractor to furnish all necessary labor, material, drayage, vans, equipment, storage facilities, and performance of related services, as may be specified in the service orders for household goods (DD Form 1164, Figure H-1).

The clauses and provisions hereinafter set forth have been agreed upon by the parties hereto for use in negotiated firm fixed price type contracts between the parties entered into on or after the date of this Agreement, and prior to its termination. It is further agreed that the clauses and provisions set forth are mandatory clauses and shall, by reference or attachment, be incorporated in each contract awarded pursuant to this Agreement.

This Agreement, including clauses and provisions hereof, may be amended only by mutual agreement of the parties, and the Agreement may be terminated in its entirety by either party upon thirty (30) days written notice to the other party, except that this Agreement may be terminated by the Government at any time if the parties fail to agree upon any deletion, amendment or addition to this Agreement which is required by statute, Executive Order, Federal Acquisition Regulation, or supplements thereto. No deletion, modification, addition to or termination of, this Agreement shall affect any contracts theretofore entered into between the parties in which this Agreement or a portion thereof has been incorporated by reference.

This Agreement shall be reviewed, as a minimum, annually before the anniversary of its effective date, and revised to conform with all requirements of statutes, Executive Orders, Federal Acquisition Regulation, DOD Supplements thereto. This revision shall be evidenced by an agreement modifying this Basic Ordering Agreement or by the issuance of a superseding Basic Ordering Agreement.

This Agreement shall not be referred to by the contractor in bids submitted in response to invitations for bids nor become a part of any contract placed through the process of formal advertising.

## SECTION C - TECHNICAL PROVISIONS

### C-1 SCOPE

a. The purpose of this Basic Ordering Agreement (BOA) is to establish the terms and conditions under which the contractor will provide necessary labor, materials, and equipment for storage of household goods and related services under orders issued from time to time by the ordering officer. This BOA does not obligate the Government to issue any orders for any services.

b. The Contractor shall furnish all necessary labor, materials, drayage, and necessary transport equipment, warehouse and storage for the storage of household good and the performance of related services, as may be specified in the Service Orders for Household Goods (DD Form 1164) issued by an authorized ordering officer at using activities.

c. The rights and obligations of the parties to the agreement shall be subject to and governed by the provisions of the agreement and the order(s) issued hereunder. To the extent of any inconsistency between the agreement and any order, the provision of the agreement shall control.

d. The agreement shall be reviewed annually, as a minimum, before the anniversary of its effective date, and revised to conform with all requirements of statutes, Executive Orders, the Federal Acquisition Regulation (FAR) or the DOD FAR Supplement. This revision shall be evidenced by an agreement modifying the agreement or by the issuance of a superseding agreement.

### C-2 GENERAL REQUIREMENTS

a. VEHICLE SPECIFICATIONS. Vehicles used in draying household goods under this agreement shall be closed furniture vans. The interior thereof shall be clean, dry, and free from vermin, acid, paint, grease, and all other substances injurious to the articles packed, and shall be provided with a sufficient quantity of clean pads, covers, and other protective equipment to ensure safe delivery of household goods. Lift cases, container pack, or pallet-van packing may be used in lieu of closed van provided protection is afforded against inclement weather. The tailgate of a van shall not be used for hauling of household goods unless specifically authorized in advance by the ordering officer. When tailgate loading is authorized, the load shall not extend beyond the surface of the tailgate or above the top exterior surface of the vehicle and must be adequately protected against damage. Containers moving by flatbed equipment in local pickup or delivery service will be covered with a waterproof tarpaulin, or other material providing equal protection, when local weather conditions dictate. This waterproof tarpaulin will cover the cargo on the top and sides down to the vehicle bed and all surfaces of the overhang. In any event, such protective covering will be available in local pickup or delivery services. Equipment shall be in safe mechanical condition.

b. CONTAINERS AND MATERIALS. All containers and materials used shall be in new or sound condition, adequate for the use employed, and must be dry, clean, and free from vermin, acid, paint, grease, and all other substances injurious to the article packed. If material is not new, all marks pertaining to any previous usage shall be completely obliterated. New material must be used for packaging mattresses, box springs, linens, beddings, and clothing. Egg crates, orange crates, and similar types of containers shall not be used.

(1) **BOXES.** Wood or fiberboard boxes used as specified hereinafter shall be as follows: Wood-cleated fiberwood, wood-cleated plywood, nailed wood, wood-cleated veneer, paper overlaid, wirebound corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood or solid fiber and shall be well manufactured and free from imperfections which shall affect their utility. Size and spacing of nails shall be in accordance with the best commercial practice. All unclinched nails shall be either cement coated or chemically etched.

(2) **CARTONS.** Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, mattresses, lampshades, draperies, or similar articles. All cartons shall be adequate for the use employed. After packing, cartons must be closed and either glued, stapled (provided specialized stapling machines are used), or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of corrugated or solid fiber cartons shall have a minimum average bursting strength of 200 pounds per square inch. With the exception of mattress cartons, the inside dimensions of the carton -- length, width, and depth totaled -- shall not exceed 75 inches with a maximum weight limitation of 65 pounds. When determined by the ordering officer as necessary to assure protection, safe movement, and storage of articles, boxes may be used in lieu of cartons.

(3) **BARRELS, FIBER DRUMS, DISH PACKS, AND CARTONS.** Wood barrels fiber drums, dish packs, or cartons with capacity of not less than 5 cubic feet are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a sidewall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used in lieu of barrel or drum-type containers. The sidewalls and ends of the container will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels, fiber drums, or dishpacks will be securely headed and marked "THIS END UP."

(4) **FILLER AND PADDING.** Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulose wadding, fiberboard, corrugated fiberboard, styrofoam, or kraft-type paper shall be used as a filler or for padding for general packing. Material shall be clean, dry, and free from vermin, or any substances injurious to the articles being packed.

(5) **WRAPPING PAPER.** All wrapping paper used shall be new or clean, kraft-type of not less than 30-pound weight except as otherwise provided herein. Each item of silverware, silver ornamentation, or brass/copper shall be completely wrapped in nontarnish tissue paper.

(6) **PAPER - WAXED OR TREATED.** All waxed paper used shall be new or clean manila wax or equivalent of not less than 30-pound weight.

c. **PACKING AND PREPARATION FOR DRAYAGE AND/OR STORAGE.** The contractor shall be required to perform all packing and crating services in accordance with the following:

(1) All packing shall be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement and storage without damage to container or contents and at a minimum of weight. Further, the

number and weight of containers shall not be greater than necessary to accomplish efficient movement or storage. All containers must be properly headed or secured.

(2) All finished surfaces whether wood, metal, or other material likely to be damaged shall be so protected as to prevent scratching and marring.

(3) The use of damp, wet, or unclean materials is prohibited.

(4) Care shall be exercised to prevent loss or damage of household goods in process of packing, and the contractor shall properly and amply protect goods in its possession by proper protective measures and by stowing effects in a manner not likely to cause damage.

(5) For movement or storage, all barrels, fiber drums, or dish packs shall be properly headed and clearly marked to indicate "TOP," "THIS END UP," or similar markings, and shall be so handled and placed.

(6) In the absence of any general or specific requirements or contract provision, the services shall be performed in accordance with the best commercial practices.

d. PICKUP AND DRAYAGE. The contractor is required to pick up household goods at locations designated in the service order and dray them to the contractor's warehouse subject to requirements hereinafter specified. Pickup and drayage, to include placing the goods within the facility receiving area, shall be completed on the date specified on the DD Form 1164 between the hours of 7:00 a.m. and 7:00 p.m. unless the ordering officer gives advance approval to a change in date(s) or (hours). The contractor shall complete wrapping/processing of items for storage, which is in addition to that required for drayage to the contractor's warehouse, and preservation of items for and during the storage period, no later than five (5) workdays after the pickup of the property. When the prearranged time of pickup cannot be made, it is the contractor's obligation to notify the member and ordering officer immediately. Clothing, mattresses, and fragile items, such as dishes, glassware, and lamps, shall be packed before being drayed. Items that do not require packing or crating may be moved in a loose condition and prepared for storage at the warehouse.

e. DISPOSITION OF CONTAINERS AND PACKING MATERIALS. All containers, cartons, and filler material required for packing and protection incident to movement shall remain with each lot until unpacking is performed at destination residence, whether or not the contractor performs the unpacking services.

f. CONTRACTOR PERSONNEL. The personnel will be qualified to perform the assigned duties in the handling of personal property. They will be clean, neat and courteous. If at anytime they appear to be under the influence of drugs or alcohol, or use abusive language, they will be replaced by qualified personnel when requested by the Installation Transportation Officer.

### C-3 SPECIAL REQUIREMENTS

a. BOOKS. Books shall be placed in cartons or boxes. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton or box and to prevent chafing. Books normally shall be packed not more than two rows high in a container.

b. CHINAWARE, GLASSWARE, CROCKERY, LAMPS, CLOCKS, JARDINIERES, STATUARY VASES AND BRIC-A-BRAC. Use of a clean packing material or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other similar fragile items. Wrapping and material used shall be in accordance with the best commercial practices for the items being packed. Items shall be wrapped separately, except groups of flat items may be wrapped in bundles if properly divided and cushioned. The heaviest items shall be placed in the bottom of the containers. Barrels, fiber drums, dish packs, and other containers shall be packed as compactly as possible. Padding shall be pressed gently but firmly around each item and as many pieces shall be put in a container as possible with safety. Any surface or edge of an article that is fragile must be protected with cushioning. Stemware shall be packed in containers bottom side up, and bundles of flatware shall be placed in containers on edge.

c. ELECTRICAL EQUIPMENT - FANS, HEATERS, PORTABLE STOVES, SUNLAMPS, VIBRATORS, AND SIMILAR MINOR APPLIANCES. When necessary to protect electrical equipment for safe transportation or storage, such equipment shall be completely wrapped in kraft-type paper and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing is not necessary, the items shall be properly wrapped or padded for protection.

d. KITCHENWARE. All kitchenware shall be packed and padded into containers. The heavier items shall be kept to the bottom of the container.

e. LINENS, DRAPERIES, CLOTHING and like items. Linens, towels, bedding, draperies, and other items of this type, shall be packed into cartons which shall be properly sealed at residence. Clothing shall not be stored in closet bags. Flat wardrobe cartons shall be furnished for clothing unless the ordering officer authorizes the use of upright wardrobes. When upright wardrobes are used, no article other than clothing on hangers shall be packed therein. Hangers will be removed from clothing packed in flat wardrobes.

f. MIRRORS, PICTURES, PAINTINGS, GLASS, OR MARBLE TABLE TOPS, AND SIMILAR FRAGILE ITEMS. These article shall be wrapped, properly cushioned, and packed in a crate or container made specifically for that purpose. When it is determined that crating is required, the contractor must obtain approval of the Government before performing such services. Not more than four articles shall be packed in any one crate or container. Specifications for packing mirrors are applicable to glass tops, glass faced pictures, and paintings; and such items shall be stored on edge. Marble table tops shall be packed separately. Small pictures, mirrors and other items of this type shall be packed carefully into cartons which shall be properly sealed at residence.

g. LAMP Shades, ORNAMENTS, TOYS, ETC. All lampshades, Christmas ornaments, small toys, and other items easily crushed shall be wrapped and placed in cartons and shall be insulated from carton walls and from other items. Lampshades shall be wrapped individually with clean paper (not newspaper), placed in cartons, and cushioned to prevent shifting or damages.

h. SILVERWARE. Silverware shall be packed in cartons of proper size to fit article being packed without loss of space. Each item shall be wrapped with nontarnish tissue paper (without sulphur) and appropriate pads shall be used to insulate and secure pieces in place. Cream pitchers, sugar bowls, and similar

items shall be wrapped and cushioned in corrugated fiber cartons prior to being packed. Any items containing salt shall be emptied.

i. MATTRESSES. All mattresses, except those in hide-a-beds and/or sofa beds (see clause j below), regardless of size or construction,, including box springs, must be placed in cartons of appropriate sizes and completely sealed at residence per clause C-2b(2). All cartons used, including those improvised on site, shall be new and have a minimum bursting strength of 200 pounds per square inch. Foam rubber and cotton mattresses shall be stored horizontally and not under pressure from other items.

j. UPHOLSTERED FURNITURE. Upholstered furniture shall be placed right side up on its legs on racks in special rooms or areas or in suitable containers so that nothing touches or presses against upholstery. Mattresses shall not be removed from hide-a-beds and/or sofa beds which close in such a manner as to offer adequate protection; otherwise, they shall be removed and stored in accordance with clause i above, and the inventory annotated accordingly. Removable cushions shall be stored with the master pieces.

k. RUGS. Rugs and rug pads shall be properly rolled (not folded) and protected at residence whenever necessary to provide transportation. Rugs and carpets will be stored on racks or individual tubes or rug boxes in a horizontal position without folding any portion of the rug, carpet or padding.

l. PHONOGRAPH RECORDS, TRANSCRIPTION TAPES. Phonograph records and electrical transcription tapes shall be packed and stored in such a manner that the records and tapes are standing vertically.

m. FIREARMS. All firearms shall be protected from loss and damage during drayage and storage. They shall be identified on the inventory in accordance with clause C-5 and stored with the bulk of the lot unless a separate secured storage area is approved by the contracting officer.

#### C-4 HANDLING AND OPERATING REQUIREMENTS

##### a. PREPARATION OF ARTICLES.

(1) Articles having surfaces subject to damage by scratching, marring, or chafing shall be wrapped, at the time of loading, in furniture pads, covers, or other acceptable wrappers which are a part of the contractor's regular equipment.

(2) All nuts, bolts, and screws removed from household goods in preparation for drayage or storage shall be placed in a suitable bag, properly labeled and securely attached to the article from which removed. Component parts of a master item, removed for any reason, shall be securely wrapped into package form, identified as to contents, numbered and cross-referenced on the inventory to the master item from which removed.

(3) All articles shall be removed from chests of drawers, bureaus, clothes hampers, etc., and packed in appropriate containers prior to drayage. However, for lots identified as pending overseas movement, light nonbreakable items may be packed in dressers, bureaus, and similar items. Articles/items which are packed in dressers and chests must be light in nature, nonbreakable and of a character not normally susceptible to pilferage. Further, the chest/dresser must be of a

reasonably sturdy construction to accept the additional weight packed therein without undue stress being placed on the chest/dresser which may cause damage. When articles are determined to meet the above criteria and packing within a chest/dresser is acceptable, the packed articles must be wrapped/cushioned to prevent shifting and movement during transit. As a minimum unprinted newsprint or other acceptable cushioning materials will be placed over the articles remaining in the chest/ dresser and all void areas will be filled. Additionally, when articles remain in chests and dressers the household goods descriptive inventory and/or warehouse receipt will be annotated to clearly and accurately describe the contents. The inventory will be further identified as contractor packed.

(4) Nothing shall be packed in washers, dryers, refrigerators, freezers, stoves, or other major appliances except such items as electrical cords, connecting hoses and similar items which are required as an integral part of the appliance in its normal operation.

(a) APPLIANCE SERVICING. Servicing, as used herein, consists of the following phases: (1) preparing the appliance at origin residence, as opposed to normal wrapping and packing already provided for, so that they will safely withstand drayage, handling-in, and storage and (2) reversing the preparation when goods are drayed to destination residence as per Item VIII of the Schedule of Services and Rates for Household Goods (DD Form 1162-1), (Sec. B). Servicing shall apply to major household appliances which have free-moving parts, mechanisms, attachments, or accessories, the movement of which, if not properly serviced, would either damage the appliance or render it inoperative. Such servicing shall be in accordance with recommendations of the equipment's manufacturer. Examples of such appliances are washing machines, dryers, ironers, refrigerators, sewing machines, hi-fi sets, and other similar major appliance items. Servicing includes securing all loose and moving parts of washing machines, ironers, sewing machines, and similar items; securing the chassis of radio and hi-fi sets; and fastening motors. When goods are drayed to residence as per Item VIII of the DD Form 1162-1, servicing includes loosening chassis, and similar functions necessary to place the appliance in an operating condition. Servicing does not include repairing the mechanical parts of the appliance in any way at origin or when delivered to residence. Examples of disconnecting or reconnecting services not authorized are: removal or installation of television antennas; removal or installation of air conditioners' or plumbing, electrical or carpenter services, etc. When an appliance has been serviced at origin, such appliance shall be tagged, labeled, or clearly marked to indicate what must be done to replace the item in working condition at destination. In the event that servicing is not required, as per manufacturer's recommendation, a tag or label shall be affixed to indicate "no servicing required." Any and all servicing shall be the responsibility of the contractor whether such servicing is accomplished by the contractor or by a servicing activity engaged by the contractor. The contractor shall also take necessary measures to protect the interior parts of refrigerators, deep freezers, and similar items to prevent damage by mold or mildew during the storage period.

(b) GUMMED TAPE, LABELS, ADHESIVES. Gummed tape, labels, or other forms of adhesives applied to surface of household goods for identification or protection will damage goods if left on the item for extended periods of time. In the placing of labels for identification purposes, care shall be taken to place the labels on the backs, inside, or underneath portions in order to avoid damage. Adhesives applied to protect goods from damages that may occur in handling and movement to storage shall be removed prior to placing the goods in the storage location of the warehouse.



(c) MARKING. Household goods shall be properly identified at the time of pickup by affixing a tag or tape or marking in case of containers. Contents of cartons and containers shall be indicated on the marker using general terms such as linens, dishes, kitchenware, mirrors, etc. Each article, carton, or container shall be assigned a number which must correspond with the piece number as indicated on the inventory. Each lot shall be separately identified by being assigned a lot number; each article, carton, or container shall have the lot number affixed thereon. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified. All containers having breakable or fragile articles shall have the words "Glass," "Fragile," or "Handle with Care," as applicable, lettered on two opposite sides. Containers with articles to be kept upright shall have the word "UP" stenciled, hand-lettered or printed on four sides and within 6 inches of the top.

(d) PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT. Professional books, papers, and equipment shall be identified by the member and packed separately from household goods. These items must be listed separately from other household goods on inventories and packing lists, and the containers must be weighed separately from the rest of the storage lot and the total weight of these items properly annotated on the appropriate documents. When actual weight of professional books, papers, and equipment cannot be obtained, the ordering officer may authorize the use of a constructive weight of 40 pounds per cubic foot and annotate the inventory to indicate constructive weight.

(e) EXPENSIVE AND VALUABLE ITEMS. When items are declared by the member to be expensive and valuable and the member determines the services as provided for herein are not adequate, special handling shall be provided at the request of the member and additional charges if any, for such special handling shall be at the expense of the member. If the member requests insurance coverage, the contractor shall inform the member how such coverage may be obtained.

(f) MEMBER-PACKED GOODS. The contractor shall inspect all member-packed goods to ascertain the contents, condition of the contents, and that only articles authorized to be stored under this agreement are contained therein. Furthermore, when it is determined by the contractor that goods require repacking, such repacking shall be performed by the contractor. If the member refuses to permit inspection, the contractor shall request instructions from the ordering officer.

(g) DETERMINATION OF WEIGHTS (Gross weight, tare weight, net weight, and constructive weight).

1 The contractor shall determine the tare weight of each vehicle used in the movement of household goods. The vehicle shall be weighed prior to the movement of each lot by a certified weighmaster or on a certified scale. Neither the driver nor any other persons shall be on the vehicle at the time of either weighing. Fuel tanks on vehicles shall be full at time of weighing, or in the alternative, no fuel may be added between the two weighings when the tare weighing is performed first. The vehicle shall contain all pads, chains, dollies, hand trucks, and other equipment needed in the movement of the goods to be loaded thereon when obtaining the tare weight. After the vehicle has been loaded, it shall be weighed in compliance with the procedures. The net weight of the lot shall be obtained by deducting the tare weight from the gross weight. Both the gross and net weight shall then be provided to the ordering officer in accordance with para C-7c. Where no certified scale is available at the point of origin, the gross weight shall be obtained at the nearest certified scale either in the direction of the movement

of the shipment, or in the direction of the next pickup or delivery in the case of part loads. In the transportation of part loads, this section shall apply in all respects, except that the gross weight of a vehicle containing one or more part loads shall be used as the tare weight of such vehicles as to part loads subsequently loaded thereon. Also, the ordering officer or the ordering Officer's representative, upon request of either, shall be permitted, without charge, to accompany, in their own conveyance, the contractor to the weighing station and to observe the weighing of the shipment after loading. The contractor shall use a certified scale which will permit the ordering officer or representative to observe the weighing of the shipment without causing delay. Back weighing shall be permitted only when authorized in advance by the ordering officer.

2 If no certified scale is available at origin, at any point en route, or at destination, a constructive weight, based upon 7 pounds per cubic foot of properly loaded van space, may be used.

3 **WEIGHT TICKETS.** The contractor shall obtain a weight ticket signed by the weighmaster or its driver for each weighing required under this section with tare and gross weights evidenced by separate weight ticket, except when both weighings are performed on the same scale, one weight ticket may be used to record both weighings, and the driver shall enter thereon the member's name, rank and service order number of the shipment involved. No other additions or alterations shall be made on any such tickets. As soon as such tickets are obtained, true copies thereof shall be attached to the warehouseman's receipt or service orders for a lot, and retained in the contractor's file. A true copy of each weight ticket pertaining to a lot shall be furnished the Ordering Officer in accordance with Clause C-7c.

4 The contractor shall use a vehicle scale for obtaining net weights, except when the service order is annotated as follows: "Platform scales may be used for obtaining weights." When platform scales are used, the inapplicable parts of the weight ticket shall be left blank, except the words "Platform Scale Used" shall be entered thereon.

5 **WEIGHT DISCREPANCIES.** When a lot has been removed from storage and weighed two or more times prior to delivery to a residence and each subsequently weight obtained is found to be at least 200 pounds less than the weight originally obtained by the contractor, payment for services performed shall be based on the lowest weight. In the event the contractor has been paid on the higher weight, reimbursement shall be made by the contractor to the U.S. Government. Should the reweigh weight exceed the storage weight by 200 pounds in favor of the contractor, necessary action will be initiated by the ordering officer for reimbursement of payments to the storage contractor, based on the lowest weight. When a local delivery is requested, only one weight ticket is necessary. This provision shall not apply when weight discrepancies are due to items determined to be missing after storage weight was obtained.

(h) PACKING AND LOADING AT ORIGIN. Packing and loading shall include removing from the member's premises all empty containers, packing materials and other debris accumulated incident to packing and loading.

(i) UNLOADING AND UNPACKING AT DESTINATION. The contractor shall perform unloading and unpacking services on the date specified on the DD Form 1164 between the hours of 7:00 a.m. and 7:00 p.m. Unloading at destination will include the one-time laying of rugs and the one-time placement of furniture and like items

in the appropriate room of the dwelling or a room designated by the property owner. All articles disassembled by the contractor will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by property owner, e.g., kitchenware in the kitchen--unpacked and placed on kitchen counters, tables, or other flat surfaces. The unpacking service and removal of debris will be performed at the time goods are delivered to residence unless specifically waived in writing by the member. The waiver will be held in the contractor's files for further reference. When unpacking services are ordered, they shall consist of the following:

1 Unpacking all containers and placement of the contents in such a manner as to be readily available for use by the member.

2 Recording all damages found while unpacking and furnishing the member a signed copy of such record.

3 Removing from the member's premises all empty containers, packing materials, and other debris accumulated incident to unpacking unless otherwise specifically requested in writing by the member.

4 Servicing of household appliances as indicated above.

(j) SPECIAL SERVICING. Articles of an unusual nature may require special servicing for safe transportation and storage. The cost/price factor for servicing these articles will be negotiated between the Ordering Officer and the contractor prior to performance. Prices are expected at levels, with the Government as a preferred customer. Cost comparison techniques should be used to assure the reasonableness of the lowest price/rate available. The agreed cost is a one-time buy for the services needed and has no effect on subsequent required services. When it is determined by the Ordering Officer that these articles require special handling which the contractor is unable to perform, the Ordering Officer may authorize the contractor to utilize a professional third party to perform the service. Authorization and payment for the required services will be shown on DD Form 1164 as required by Clause I-6, "Extras." The previously agreed on services and cost of the third party services will be noted on DD Form 1164. The contractor's invoice will include the third party paid billing as the substantiation of costs.

#### C-5 INVENTORY

a. In conjunction with the member or the member's authorized agent, the contractor, at the time of pickup at location, shall prepare in triplicate an accurate, legible inventory listing of all items received, including contents of containers in general terms such as dishes, linens, etc., bearing the signature of the member or the member's representative and the contractor or the contractor's representative, both certifying to the correctness of the inventory. The listing of furniture shall be specific and such words as "household goods" or other general descriptive terms shall not be used. Special care shall be exercised to ensure that the inventory reflects the true condition of the household goods as received. General terms such as marred, scratched, soiled, worn, torn, gouged, and like shall not be used unless they are supplemented with an actual description of the degree and location of the exception. All firearms will be individually listed on the inventory showing the make, model, and serial number, and caliber or gauge. Motorcycles shall be inventoried as one line item, listing its serial number, make,

model, year, and mileage. The inventory and service order for storage lots designated for overseas delivery shall be marked "for overseas later" and items numbers five, ten, and fifteen of the lot coordinated between the contractor and the shipping activity to confirm the proper items/lot is being shipped.

b. The Household Goods Descriptive Inventory (Figure H-3), a format or a facsimile thereof containing the same information, shall be used by the contractor to meet the inventory requirements contained in this clause, a through e.

c. Exception and location symbols used to describe the condition of the items listed on the inventory must be as shown in Figure H-3.

d. The inventory shall show (1) contractor's name and mailing address; (2) destination completed to identify the location of the warehouse(s) in which the lot is stored; (3) member's name, grade or rank and social security number; (4) pickup address; (5) service order; (6) agreement and effective modification number; (7) contractor's lot number; (8) page number and number of pages; and (9) total number of items covered by the inventory.

e. A legible copy of the completed inventory shall be furnished to the member or the member's agent at the time of pickup. The original copy shall be furnished to the using activity and a legible copy retained by the storage contractor. When a combination inventory-warehouse receipt is used, the original copy will be furnished to the ordering officer and the contractor shall retain a legible copy. In the event that, upon checking the lot into the warehouse, items are discovered which were omitted from the inventory at residence, they shall be added to the original and annotated as additional items not shown on the copy furnished at time of pickup.

f. For those items separated and identified as expensive and valuable items by the member or the member's agent, a detailed inventory will be prepared by the contractor and certified by the member or the member's agent. This special agreement will be made an addendum to the total inventory bearing the signature of the contractor or the contractor's representative. The listing of expensive and valuable items in containers will be in specific terms such as; "12 forks, 12 spoons, and one clock."

g. When the storage contractor handles a lot out to a carrier, the contractor will furnish the carrier's driver with two legible copies of the nontemporary storage inventory and will, in conjunction with carrier's driver, check each item out of the storage lot in accordance with such inventory. If, at the time each item is checked out, there is a difference in the condition of the item from that listed in the nontemporary storage inventory, the carrier's driver will prepare an Exception Sheet noting thereon any shortages/overages, or differing conditions. When the carrier's driver elects to make a new inventory, differences as to shortages/overages or conditions of items will be shown on an exception sheet as described above. In the event the opinions of the carrier's driver and the storage contractor's representative differ as to shortage/overage or condition, both opinions will be listed on the Exception Sheet and separately identified as to source. Both the carrier's and storage contractor's representative will sign and date the Exception Sheet, each retaining a legible copy for their file. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the military activity, only then will the carrier and/or storage contractor furnish legible copies of the exception sheet to concerned claims officer.

## C-6 STORAGE REQUIREMENTS

### a. Preparation of Articles for Storage.

(1) Items having painted, enameled, porcelain, polished, or finished surfaces of other kinds shall be so protected as to prevent scratching, marring, or other damages to the surfaces from items in the lot or from dust, moisture, etc. Articles having such surfaces shall be padded and wrapped or covered with appropriate materials.

(2) Articles such as garden tools, coil springs, bicycles, television antennas, etc., not subject to deterioration by dust need not be wrapped, but corrugated paper or other suitable material shall be used to separate these articles from finished articles in the same lot.

(3) The contractor shall ensure that power-driven equipment has been drained of all gasoline and oil at residence and so tagged or labeled.

(4) The member has the initial obligation to remove all the gasoline, and the battery from a motorcycle prior to pick up for storage. Also, to lubricate the gas tank interior, carburetor, control cables, and drain the radiator system. Oil does not require removal. Keys will remain with the contractor/carrier to facilitate handling and movement. Upon release from storage, the key will be placed in a suitable bag and affixed to the handle bars of the motorcycle. For lots identified as pending overseas movement the battery may remain in the motorcycle. However, the member must disconnect and wrap the battery cables.

### b. Preservation of Items for Storage.

(1) Insecticides or repellents shall be used to provide constant protection for all materials made wholly or partially of wool and other materials subject to insect damage.

(2) Rugs, rug pads and carpets shall have an application of appropriate insecticides or repellents and placed in individual dust-free boxes or cylinders, vaults of proper length, or individually wrapped in 60-pound kraft type wrapping paper and secured with tape or twine. However, when rugs pads, or carpets are stored in cold storage rooms, or in fumigated rug rooms that are sealed against entrance of dust and escape of fumigants, wrapping is not required. Rolled rugs, pads and carpets shall be stored in racks or containers which shall be so constructed that items shall not bend, and they shall not be more than three rolls deep to prevent crushing. Rugs, pads or carpets shall not be folded for drayage or storage. Rust-free wire tags or other suitable identification labels not injurious to the fabric, indicating the lot number, item number and owner's name shall be affixed to the rug and the outside containers or wrapping. The warehouse location of rugs, rug pads and carpets shall be recorded as prescribed by clause C-6d.

(3) Upholstered furniture, in addition to the application of appropriate insecticides or repellents, shall be placed in individual containers, prefabricated covers of paper or plastics, or individually wrapped in 60-pound kraft-type paper and secured with tape. When clear plastic coverings are used, care shall be taken to prevent fading or bleaching of materials. When such articles are stored in fumigated rooms or in individual containers that are sealed against entrance of dust and escape of fumigants, wrapping is not required. Items shall be identified as required in Section C-6d.

(4) Items, other than those listed above, susceptible to insect damage shall be stored in suitable containers, protected with insecticides or repellents and sealed.

(5) Pianos and organs shall be stored separately whether "open" or pallet storage is employed by the contractor. Such instruments shall be shrouded in 60-pound kraft-type paper, or in cloth; insecticides or repellents shall be placed near the felts. Care shall be taken to store such instruments areas of the warehouse where changes in humidity and temperature are at a minimum. When fumigated piano storage rooms that are sealed against the entrance of dust and escape of fumigants are used, the above specifications shall not apply. Identification will be in compliance with paragraph C-6d.

(6) The contractor shall be responsible for ensuring that all chemicals used for repelling insects or vermin do not have a harmful effect on any of the materials on which they are used.

(7) The contractor shall take all necessary measures for pest control and prevention of mold or mildew and shall maintain periodic inspection as frequently as necessary to prevent damage to personal property in storage.

(8) The contractor shall be responsible for ensuring that firearms are protected from loss and properly marked with the lot number, item number and owner's name when stored in a separate storage area.

(9) Motorcycles shall be placed upright, be tagged by wire bound tag, or equal, listing thereon the owner's name, lot number, service order number, or company control number, and item number. The motorcycle shall be fully covered, and wrapped in a protective material with nothing touching or pressing on it and may be stored in a separate area of the warehouse.

c. Storage Area.

(1) Areas assigned for preparation and storage of household goods shall be such as to prevent pilferage or damage by sunlight, heat, water or fire. Household goods shall be stored in areas that are dry, clean, free from dust, vermin and rodents, have adequate fire protection, and be accessible for routine inspection.

(2) Minimum clearance above stacks, width of aisles, accessibility of fire aisles, distribution of fire extinguishers, etc., shall be in accordance with existing local ordinances. The contractor shall comply with nationally recognized codes and standards.

(3) Care shall be exercised to ensure that household goods are not exposed to hazardous materials or operations inside or outside the warehouse.

(4) "No Smoking" signs shall be conspicuously posted in all storage areas and smoking restrictions shall be rigidly enforced.

(5) Waste or refuse shall be removed from storage areas or kept in metal containers with tight-fitting metal lids.

(6) Aisles, driveways, and entrances shall be kept free of storage and equipment not being currently handled or operated.

(7) Household goods shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of at least 2 inches clearance from the floor to the bottom-most portion of the stored goods. Containers or property will not be stored in contact with exterior walls. Height of household goods properly stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets and other like items are excluded from these requirements. Segregated items shall not be stored on the top of moveable storage containers or storage boxes.

(8) Heating, electrical, plumbing and other systems shall be in good working order, maintained in sound condition and meet all requirements of local ordinances or nationally recognized codes.

(9) The operation and/or garaging of powered equipment such as trucks, vans, and fork lifts, etc., will be, at a minimum, in accordance with nationally recognized codes and standards (American Insurance Association, National Fire Protection Association, American Standards Association, etc.). In addition, local codes and standards will be adhered to. Gas pumps and other fuel storage shall meet all provisions of the local ordinances or nationally recognized codes and standards. Electrical storage batteries shall not be recharged in the warehouse unless precautions have been taken to prevent explosion from the gas generated.

d. Locator Systems and Lot Identification. The Contractor shall maintain an up-to-date locator system which will permit the prompt identification and location of each lot and individual items required to be stored separately.

(1) The nucleus of a recommended locator system appears at Attachment 5. An acceptable system requires the following minimum control data for the pallet/box locator sheet, stencil or tag; Owner's Name, Rank/Rate, Lot Number (Service Order; or Company Control Number including Date In and the Type of storage), Pallet/Box Number and Location.

(2) The bottom portion of the recommended locator system (Figure H-4) reflects a numbering system for control of items by inventory number within each pallet/box. Use of this portion of the locator form is optional, but highly recommended.

(3) Segregated items such as rugs, rug pads, upholstered pieces, pianos, organs, oversized items, lawnmowers, garden tractors, tillers, bicycles, TV antennas, ladders, tires, etc., will have an identity tag reflecting the owner's name, lot number (Service Order Number; or Company Lot Number including date in and type of storage) and Item Number. This tag will be fastened to the item by rust-proof wire, string, plastic or equivalent.

(4) The master locator sheet, reflecting all information on the pallet/box locator sheet and, in addition, each Pallet/Box Number and its location, and a list of segregated items and location will be kept in the office jacket file. A duplicate copy of the master locator sheet will be kept in either the warehouseman's files, if physically maintained in the warehouse, or affixed to a pallet/stack if warehouse files are not maintained.

e. Warehouse Security. The contractor shall have established protective procedures for this facility(ies) to ensure that adequate safeguards have been taken to preclude unauthorized access. Particular attention shall be given to doors,

windows, skylights, roof vents, cupolas, metal side panels, etc., to ensure that they do not permit simple entry on the part of a thief. Specific procedures are to include:

(1) Contractor's employees within their area of responsibility must be counseled on the importance of security and should be made aware of specific security procedures established by the contractor for each storage facility.

(2) Movement of outsiders within a warehouse should be closely controlled and monitored by the contractor and/or his employees.

(3) Two locking mechanisms are required on all warehouse access doors.

(4) Access walk-in doors, warehouse doors, and warehouse/office windows which would permit warehouse entry by breaking glass panes, requires installation of heavy metal mesh or bars, or installation of an electronic detection system.

(5) The doors on all closed vans will be secured with heavy duty (case hardened) padlocks or surface key locks.

#### C-7 CONTRACTOR'S DUTIES - LOCATION OF STORAGE FACILITIES

a. The contractor shall complete pickup and drayage services ordered hereunder on the date specified on the DD Form 1164 for such services and shall proceed in compliance with provisions of Paragraph C-2d to perform pickup, drayage and unloading services between the hours of 7:00 AM and 7:00 PM. The contractor shall begin performance of handling-in services upon arrival of the property at the warehouse, to include placing the goods within the facility, and shall complete placing the goods within the facility no later than the following working day. The contractor shall have (5) five working days from the date of pickup to complete the remaining handling-in service. The contractor shall begin performance of handling-out services as ordered; however, the contractor shall be given advance notice of at least five (5) working days.

b. The contractor shall treat each lot placed in storage as a result of issuance of a DD Form 1164 as a separate entity for the purpose of separation, identification, and delivery and shall otherwise comply with the applicable laws and regulations with respect to separation and identification.

c. The contractor shall furnish to the ordering officer within 5-working days after receipt of each lot of household goods the applicable weight certificates, with the original and one copy of a nonnegotiable warehouse receipt for each lot stored. The warehouse receipt shall, in addition to the information required by applicable law, contain the following: (1) member's name, grade or rank and social security number (SSN); (2) member's billing address (when applicable); (3) the number of both this agreement, as modified, and the service order; (4) inventory description of household goods (Figure H-3), see paragraph C-5; (5) net weight determined in accordance with paragraph C-4(h) (6) location of warehouse, as shown on the inventory form; (7) contractor's number for the lot; and (8) notation of any overage, shortage, or damage. The use of a legible combination inventory-warehouse receipt form is acceptable if the form contains all the information required by applicable laws and this agreement. When storage or other services are at Government expense, the provisions of the service order and this agreement shall



govern in the event of any inconsistency between the service order and agreement on the one hand and the warehouse receipt on the other. For this purpose, the term "inconsistency" is extended to include any provision of a warehouse receipt which is in addition to, or in excess of, the provisions of a service order or this agreement.

d. (1) In the event that, after coming into the custody of the contractor, household goods are stolen, lost and/or damaged during attempted theft lost and/or damaged as a result of fire (including water damage incident to a fire), flood, earthquake, tornado, or any other similar type of occurrence, or if the goods are subject to the probability of loss and/or damage so that without preventive measure being taken, loss and/or damage is likely to result, the contractor shall immediately notify the contracting officer thereof by the quickest means of communication, and the contractor shall take immediate action to protect the goods from further loss and/or damage. The contracting officer shall thereupon conduct an investigation into the circumstances surrounding the incident to determine the responsibility for the incident and/or release of such responsibility on the part of the contractor. The contracting officer reserves the right to award/not award any business during the period of the investigation. The contractor shall immediately, at its own expense, proceed to unpack all affected containers, boxes, cartons, etc. The contractor shall take such steps as are necessary to properly dry items which are wet or damp. The contractor shall submit within 10-working days, or such longer period as the contracting officer may authorize, in writing, a report of the loss and/or damage to each item or article listed on the inventory or warehouse receipt, in duplicate, to the ordering officer(s), with a copy to the contracting officer. In addition, the contractor shall, as directed by the ordering officer, accomplish dry cleaning, laundering, oiling finished surfaces with an appropriate furniture oil, and other similar preventative measures, and repack and restack the items for continued storage. Cost incurred by the contractor incident to the performance of the services enumerated in the preceding sentence shall be borne initially by the Government subject to final determination by the contracting officer of the contractor's liability. The contractor shall not dispose of any damaged items or articles except with the written approval of the ordering officer.

(2) Reimbursement to the contractor for work done in conjunction with avoiding or mitigating damages due to disaster covered by this clause shall not exceed actual cost and shall include no direct or indirect element of profit to the contractor. The contractor shall maintain a complete record of all labor and material (by lot) used in carrying out the duties and responsibilities of this clause. In no event will the Government be financially responsible for any costs included in contractor's insurance coverage for which his insurance carrier assumes the responsibility and makes appropriate payment.

(3) No action taken by the contracting officer under this paragraph shall in any way constitute a waiver of the liability imposed by clause H-7, hereof upon the contractor who shall continue to be liable in accordance with the provisions thereof as if no action had been taken under this paragraph, nor shall it be deemed to constitute a waiver of any other liability imposed by law or by any of the other provisions of this agreement.

(4) In any other cases of shortage or damage to household goods while in its possession, custody, or control, the contractor shall, without additional cost to the Government, furnish to the ordering officer a complete report of the incident, in duplicate, with a copy to the contracting officer, within 5-working days following the detection and/or occurrence.

e. The contractor agrees that while household goods remain in a warehouse under the provisions of this agreement, the contractor will maintain such warehouse in accordance with the Department of Defense fire protection standards and recognized national and local fire ordinances or codes (DOD 4500.34-R, Appendix G).

f. Whenever a change in business organization or corporate structure (e.g., name change, officer change, or sale) is about to occur, the contractor shall notify the contracting officer immediately, but in no event later than 30 days prior to effecting the change. The contractor agrees to notify the contracting officer, in writing, at least 30 days in advance of any changes which may decrease the contractor's responsibility as a Government contractor.

g. The contractor shall not release household goods from storage during the storage period except upon written authorization of the ordering officer.

h. The contractor shall procure liability insurance and furnish to the contracting officer a certificate of insurance from the insurance company (see Attachment 3) to cover household goods stored in the contractor's warehouse(s) to assure that:

(1) Coverage is maintained in force for property accepted by the contractor under contract for any Government agency.

(2) The coverage is maintained in minimum limits of \$1.50 per pound at each location.

(3) A 30-day advance written notice will be given to the contracting officer in event of cancellation or any material change and/or reduction in the coverage. Upon cancellation of the present insurance policy, the contractor must provide evidence of continuing insurance to the contracting officer at least 10 days prior to cancellation date of present policy.

(4) Deductibles are applicable on an occurrence basis and shall not exceed \$100.

NOTE: The underwriter of warehouseman's legal liability insurance must have a policyholder's rating of "A" or better in current issue of Best's Insurance Guide. A Reinsurance Assumption Endorsement may be executed by an insurance underwriter to meet the required criteria.

i. The signing of this Basic Ordering Agreement is a certification that the prices shown herein are no higher than the rates charged the most favored customer being furnished the services contemplated herein.

j. The contractor shall store household goods only in facilities listed below:

LOCATION (Street Address, City, State and Zip Code)	FIRE CLASS	WEIGHT LIMIT

At no time shall the total weight stored exceed the weight limit in pounds indicated for each location. In order to ensure that limits indicated for each location are not exceeded, a record will be maintained for each location reflecting the number of lots and total weight of lots stored by the Government under this and other agreements.

k. In cases where an insurance carrier of the member, or contractor, assumes responsibility for the cost or makes payments to the contractor for any or all of the preventative measures, the expenses of which are to be borne by the Government, the contractor shall, as soon as practicable, notify the contracting officer thereof. Where payment has already been made by the Government, the contractor shall, in accordance with the directions of the contracting officer, reimburse the Government to the extent that payments have been made by the insurance carrier.

l. The contractor shall, without additional expense to the Government, be responsible for obtaining any necessary operating authority, licenses and permits prior to award of a resultant contract and for complying with all laws, ordinances, statutes and regulations in connection with the furnishing of the services herein.

SECTION D - Pending Revision

## SECTION E - INSPECTION

The contracting officer shall inspect the facilities and operations of the contractor or any lot(s) in the possession, custody, or control of the contractor. Inspections shall take place during regular business hours. The contractor shall furnish the necessary labor and equipment to assist in the inspection at no cost to the Government.

## SECTION F - PERFORMANCE PERIOD

The period of storage shall be set forth on service orders issued in accordance with Section H-4, "Service Orders".

## SECTION G - CONTRACT ADMINISTRATION DATA

### G-1 PAYMENT ADDRESS

Indicate below the address where payment should be mailed if such address is different from that stated on cover sheet:

### G-2 INVOICES

Invoices shall be submitted in quintuplicate to the ordering officer unless otherwise directed by the ordering officer. Mechanized invoices may be used providing they satisfy the requirements of the Federal Acquisition Regulation and supplements thereto and accounting practices of the individual military services. Invoices shall be submitted (a) monthly with respect to prestorage, handling-in, handling-out and post-storage services and (b) quarterly with respect to storage. Either consolidated or single lot quarterly invoices for storage shall be submitted and shall contain the following information for each lot.

- (1) Basic Ordering Agreement and applicable modification number.
- (2) Service order number.
- (3) Period of storage for which payment is claimed.
- (4) Item designation of services for which payment is claimed from the Schedule of Services and Rates for Household Goods (DD Form 1162-1), (Section B).
- (5) Contractor's number for the lot.
- (6) Weight as determined in Section C-4h.
- (7) Member's names, grades or ranks, and social security numbers.
- (8) The fund citation(s) appearing on initial or supplemental service order(s).

## SECTION H - SPECIAL CONTRACT REQUIREMENTS

### H-1 Rate Submission

a. Rates will be submitted by the contractor on company stationary/letterhead or on DD Form 1162-1, Schedule of Services and Rates for Household Goods (Section B). Initial rates and rate decreases may be submitted on or before the fifteenth of any month to become effective on the first day of the second subsequent month. Rate increases may only be filed on or before 15 March and 15 September to be effective 1 May and 1 November, respectively. Rates submitted will remain in effect until revised as provided herein. Revises rates will be incorporated into the Agreement by modification. Rate submissions must be postmarked no later than the fifteenth of the entry month, regardless of weekends and holidays.

b. Contractors must submit offers for all zones and on all items enumerated in the Schedule of Services and Rate for Household Goods (DD Form 1162-1), (Section B). If there is to be no charge for an item, an entry such as "No Charge", or the letters "NC", must be made in the unit price column of the schedule. If the contractor does not have operating authority for a zone listed on the schedule, an entry of "No Operating Authority" or "NOA" must be entered in the unit price column of the rate schedule.

### H-2 Wage Rate Determination (Subparagraphs are applicable if block has an "X").

☐ a. Wage rate determination applicable to this Agreement.

☐ b. Service Contract Act (SCA) Minimum Wages and Fringe Benefits DOD FAR Supplement 252.222-7001 (1979 Sep).

An SCA wage determination applicable to this work has been requested from the US Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offers shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent contractor \_\_\_\_\_ and the \_\_\_\_\_ (union). Copies of the agreement can be obtained from the contracting officer. Pursuant to DOL Regulation, 29 CFR 4.1c, the economic terms of that agreement (or any new CBA negotiated 10 or more days prior to the opening of bids, or the commencement of the contract in the case of negotiated contracts, exercise of options, or extension) will apply to the contract resulting from this Agreement notwithstanding the absence of a wage determination reflecting such terms unless it is determined, after a hearing pursuant to section 4(c) of the SCA, that they are substantially at variance with the wages prevailing in the area.

### H-3 Using Activities - Ordering Officers

a. The contracting officer executing this agreement shall notify the contractor, in writing, of the names and locations of using activities authorized to issue service orders for household goods under this agreement. The contracting officer of each using activity shall notify the contractor and the contracting officer, in writing, of the names of all ordering officers authorized to issue service orders for the using activity under this agreement.

b. In the event the carrier does not pick up the lot on the specified date, the

contractor shall notify the ordering officer and continue to store, protect and be responsible for the property. Appropriate compensation will be made for restoring the shipment upon approval of the ordering officer. The ordering officer will take action to annotate the Service Order for Household Goods (DD Form 1164) (Attachment 2) to require set-off action against the carrier on the applicable Government bill of lading by the service finance center for extra charges attributed to the carrier for not picking up the storage lots as scheduled.

c. When it is desired to remove all or part of a lot from the contractor's warehouse, the contractor may be unable to deliver some items to the carrier because of inability to locate them. In the event that these items are subsequently found in the warehouse by the contractor, the contractor shall be responsible for all shipping charges (in excess of what it would have cost the Government had the item(s) moved with the main lot) from the storage facility to the base, installation or home address where the military member is located. In the event the wrong lot or items are shipped/delivered, the contractor will be responsible for shipping costs for returning the erroneous lot or items and delivered the correct lot or items. Compensation to the contractor will not be over and above what it would have originally cost had the correct lot or items been delivered.

d. When the contractor attempts pickup at residence on the date specified on the DD Form 1164, and the member/member's representative is not available at residence, the contractor, upon approval of the ordering officer, shall be paid the drayage rate (Item 3, DD Form 1162-1) on a 500-pound shipment.

e. When the contractor attempts delivery at residence on the date specified on the DD Form 1164, and the member is unable to accept the shipment to his residence, the contractor, upon approval of the ordering officer, shall be paid the delivery rate (Item 7, DD Form 1162-1) on actual weight.

f. When ordered on DD Form 1164, the Contractor will prepare an inventory for high/extraordinary value items and such "special services" shall be payable according to the rates set forth in DD Form 1162-1. The requested special services must be annotated on the DD Form 1164 by the ordering officer.

#### **H-4 SERVICE ORDERS**

a. Whenever a using activity requires the service of the contractor, the ordering officer will notify the contractor (in writing or by telephone) of the services required and, when applicable, of the estimated weight of the household goods involved and such other information as may be pertinent.

b. When the contractor has the facilities available and capability to perform the requested services, the contractor shall advise the ordering officer of the acceptance of the order and provide a lot number. Rates in effect on the date of offer are the applicable rates thereafter used. Show Cause (cure notice) for termination may be initiated by the contracting officer when a contractor fails to perform requested services in a pattern of selectivity indicating continuous avoidance of bookings by size or service area. If the contractor cannot accept orders during a given period of time or for a specific storage facility, the contractor will so notify the ordering officer by telephone and confirm in writing to the ordering officer and the appropriate contracting officer.

c. To accept the offer, the ordering officer shall issue DD Form 1164, incorporating the terms of the offer, within the time set forth in the contractor's offer of services. Upon receipt of the service order, the contractor shall be obligated to furnish the specified services in accordance with the provisions of said service order and this agreement. An enforceable contract is entered into when the contractor receives the Government service order for the specified services in accordance with the terms and conditions of this agreement. Upon receipt of the initial service order (with respect to any lot of household goods), the contractor shall be obligated to furnish such additional services listed in the Schedule of Services and Rate for Household Goods (DD Form 1162-1), (Section B), as may be ordered by supplemental service orders in effect at the time of the initial order.

d. Initial service orders shall be for a period ending on the day preceding the first day of the succeeding Government fiscal year (or in the case of temporary storage, for a period not later than 6 month thereafter). In each case, the service order shall be renewable, at the option of the Government, for 4 successive Government fiscal years on an annual basis (or such lesser periods as the services are required) at the same rates and on the terms as in effect under the initial service order. Renewal shall be evidenced by written notice to the contractor. The date of performance of, and citation of funds for, handling-out and post-storage services shall be included in a supplemental service order. For lots remaining in storage past the 4th successive year, the active contractor shall be obligated to accept storage at negotiated rates not to exceed his present rates for 4 successive fiscal years. For inactive BOAs, the rate will be negotiated by the contracting officer on an annual basis.

e. When it is known by the ordering officer, prior to the issuance of a service order, that a portion of the member's household goods will be withdrawn at Government expense for subsequent shipment, and the other portion will remain in storage, two separate service orders shall be issued and the transaction treated as two lots which shall require two inventories and two warehouse receipts. When this information is not known by the ordering officer and the member is, subsequent to storage, entitled to partial removal, a supplemental service order shall be issued for handling out of only that portion of the lot which must be handled to permit removal of the goods for shipment, and handling-in for the portion which must be restored. Actual weight must be determined by weighing the articles released from storage and subtracting this weight from the original storage weight. The contractor shall provide the ordering officer with an estimate of the total weight to be handled out prior to issuance of the service order for partial removal. The contractor shall furnish to the ordering officer a new or revised warehouse receipt and/or combination inventory-warehouse receipt, original and one copy, listing only those items remaining in storage, conforming with the provisions of paragraph C-7.

#### H-5 CHARGES

a. Charges under initial service orders and all supplemental orders shall be computed at the rates set forth in the DD Form 1162-1 in effect and on the date services are ordered under the initial service order.

b. Monthly storage charges shall be payable in accordance with the rates set forth in the DD Form 1162-1 and computations set forth below:



(1) Storage charges are payable for a calendar month, except one-half month's storage charge shall be paid on lots received for storage on or after the 16th day of a month and lots released from storage on or before the 15th day of a month.

(2) In the event a partial removal of a lot is made or destruction or loss occurs one or before the 15th day of the month, the contractor shall be paid one-half month's storage for the beginning weight and one-half month's storage for the remaining weight for that month. If that partial removal is made, or destruction or loss occurs, on or after the 16th day of the month, the contractor shall be paid a full month's storage for the weight recorded at the beginning of the month. Charges for the succeeding month(s) shall be computed on the weight remaining in storage. (Handling-out and handling-in charges, per paragraph H-4, shall be in addition to the storage charges.)

c. Charges for items described in DD Form 1162-1 shall be computed on the basis of the net weight of the lot including necessary cartons, packaging, packaging materials, crates for mirrors, pictures, table tops, etc., but excluding the weight of any blocking, bracing, dunnage, pallet, pallet boxes, and other containers.

d. All items of service ordered shall be subject to and payable on the basis of a minimum weight of 500 pounds net.

e. Where partial removal of a lot is less than 100 pounds, no adjustment will be made in the remaining storage weight.

f. The Government shall not be liable for storage or service charges in connection with that portion of a lot which is in excess of weight limitations imposed by law or regulation or in connection with lots remaining in storage after the expiration of the period of entitlement of a member to storage at Government expense.

g. The contractor shall provide such special handling and additional protection as the member may request. However, the charge therefore shall be a matter of independent agreement with the member, and the Government shall not be liable therefore.

#### **H-6 COMPENSATION**

a. The Government reserves the right to award the contract for transportation of any lot of household goods stored with a contractor to any carrier the Government may select. The contractor shall promptly, and in accordance with the direction of the appropriate ordering officer, make lots available to the receiving carrier on a properly protected loading area of the contractor in a condition satisfactory to be received by such carrier. The contractor shall permit any such carrier to inventory and load goods from its facility without any charges to the receiving carrier or the Government and will acknowledge the receiving carrier's notation of damage or shortage by signing the receiving carrier's exception sheet or rider, noting the damages and/or shortages, or by allowing the receiving carrier's agent to note damages and/or shortages on the contractor's inventory form.

b. In the event the carrier does not pick up the lot on the specified date, the contractor shall notify the ordering officer and continue to store, protect, and be responsible for the property. Appropriate compensation will be made for restoring

the shipment upon approval of the ordering officer. The ordering officer will take action to annotate the Service Order for Household Goods (DD Form 1164), (Attachment 2) to require set-off action against the carrier on the applicable Government bill of lading by the service finance center for extra charges attributed to the carrier for not picking up the storage lots as scheduled.

c. When it is desired to remove all or part of a lot from the contractor's warehouse, the contractor may be unable to deliver some items to the carrier because of inability to locate them. In the event that these items are subsequently found in the warehouse by the contractor, the contractor shall be responsible for all shipping charges (in excess of what it would have cost the Government had the item(s) moved with the main lot) from the storage facility to the base, installation, or home address where the military member is located. In the event the wrong lot or items are shipped/delivered, the contractor will be responsible for shipping costs for returning the erroneous lot or items and delivering the correct lot or items. Compensation to the contractor will not be over and above what it would have originally cost had the correct lot or items been delivered.

d. When the contractor attempts pickup at residence on the date specified on the DD Form 1164 and the member/member's representative is not available at residence, the contractor, upon approval of the ordering officer, shall be paid the drayage rate (Item 3, DD Form 1162-1) on a 500-pound shipment.

e. When the contractor attempts delivery at residence on the date specified on the DD Form 1164 and the member is unable to accept the shipment to his residence, the contractor, upon approval of the ordering officer, shall be paid the delivery rate (Item 7, DD Form 1162-1) on actual weight.

f. When ordered on DD Form 1164, the contractor will prepare an inventory for high/extraordinary value items and such "special services" shall be payable according to the rates set forth in DD Form 1162-1. The requested special services must be annotated on the DD Form 1163 by the ordering officer.

#### **H-7 LIABILITY FOR CARE OF GOODS**

a. Except as hereafter provided and notwithstanding payment for storage and other services hereunder, the contractor shall be liable in an amount not exceeding \$50 per article or package listed on the warehouse receipt or inventory form for any loss or damage to household goods deposited with it caused by its failure to exercise such care in regard to them as a reasonably careful owner of similar goods would exercise, but the contractor shall not be liable for any loss or damage to household goods which is caused by acts or conditions beyond its control and without its fault or negligence. The contractor shall not be liable for loss or damage to any documents, evidence of debt, money, records, specie, jewelry, accounts, bills, currency, deeds, notes, stamps, securities, common carrier or other tickets, passports or letters of credit not specifically listed on the warehouse receipt and shall be under no obligation to accept the same for storage; however, if such property in the same manner as it is liable for household goods.

b. The contractor shall inform the member of the member's right to declare, in writing, a value of any article or package of household goods in excess of \$50.00.

c. The contractor shall make prompt settlement directly to the member or the Government on any claim for loss or damage to household goods for which there is liability under the provisions of this Basic Ordering Agreement (BOA).> Contractors receiving a written claim for loss or damage to property stored by it shall acknowledge receipt of such claim, in writing, to the claimant within 10 working days after its receipt by the contractor. The contractor shall, at the time such claim is received, cause the date of receipt to be recorded on the claim. Every contractor which receives a claim for loss or damage to household goods stored by it shall pay, decline or make a firm compromise settlement offer, in writing, to the claimant within 120 days after receipt of the claim by the contractor. However, if the claim cannot be processed and disposed of within 120 days after receipt thereof, the contractor shall at that time and at the expiration of each succeeding 30-day period while the claim remains pending, advise the claimant, in writing, of the status of the claim and the reasons for the delay in making final disposition thereof.

d. In the event the contractor stores household goods in a facility which has not been approved by the contracting officer, the contractor shall be absolutely liable for all loss or damage to the goods, without regard to cause. The contractor will be responsible for all costs associated with the movement of the storage lots to an approved warehouse.

#### H-8 ANNUAL DOCUMENTATION REQUIREMENT

The contractor shall furnish all required documentation listed in Figure H-5 prior to the date indicated.

#### H-9 POSSESSION OF THIS AGREEMENT

The contractor shall possess a copy of this agreement, including modifications, which will be readily available for Department of Defense inspectors. The contractor is responsible for ensuring that his employees are familiar with the provisions (with modifications) of this agreement.

#### H-10 Order of Precedence

In the event of an inconsistency between provisions of this agreement, the inconsistency shall be resolved by giving precedence in the following order:

- a. The schedule (excluding the specifications).
- b. Terms and conditions of the agreement, if any.
- c. General provisions.
- d. Other provisions of the agreement, when attached or incorporated by reference.
- e. The specifications.

#### H-11 Reporting Procedures for Loss and Damage.

a. Upon delivery of the household goods, it is the responsibility of the contractor to provide the member with 3 copies of DD Forms 1840 and 1840R (Figures H-6 and H-7) and to obtain a receipt therefore on space provided on DD Form 1840. A copy of the completed DD Form 1840 shall also be provided by the contractor to the ordering officer within 30 days of the date of delivery of the household goods to the member. All loss of or damage to the household goods shall be noted at the time of delivery on DD Form 1840. For later discovered loss or damage, including that involving packed items for which unpacking has been waived in writing, written documentation on DD Form 1840R advising the contractor of later discovered loss or damage, dispatched not later than 75 days following delivery, shall be accepted by the contractor as overcoming the presumption of the correctness of the delivery receipt.

b. The contractor's failure to provide DD Form 1840 and DD Form 1840R and to have proof thereof will eliminate any requirement for notification to the contractor. Written notice using DD Forms 1840 and 1840R is not required by the contractor in case of major incidents described by paragraph C-7d which requires the contractor to notify the contracting officer and appropriate ordering officers of the details of fires, vandalism, and similar incidents which produce significant loss, damage, or delay.

c. Loss of or damage to household goods discovered more than 75 days after the date of delivery will be presumed not to have occurred while the goods were in possession of the contractor unless good cause for the delay is shown, such as the officially recognized absence or hospitalization of the service member during all or a portion of the period of 75 days from the date of delivery.

d. The contractor will be deemed to have waived the right to inspect if:

(1) exceptions were taken at time of delivery and the contractor fails to inspect within 75 days from the date of delivery; or if

(2) written documentation of loss or damage has been dispatched within 75 days from the date of delivery and the contractor fails to inspect within 75 days from the date of such dispatch or 75 days from the date of delivery, whichever is later.

e. No claim shall be denied due solely to contractor's lack of opportunity to inspect prior to repair when the essential nature of the damaged item, such as a refrigerator, washer, dryer, or television, required immediate repair.

f. The 120-day period within which contractors must settle a claim for loss or damage does not commence until receipt of a formal claim.

g. It is agreed that the claim will be limited to the items indicated on the DD Form 1840 and 1840R, except as indicated above. The claim for loss and/or damage shall not be limited to the general description of loss or damage to those items noted on DD Forms 1840 and 1840R.

## SECTION I - CONTRACT CLAUSES

### I-1 52.202-1 Definitions (Apr 84)

As used throughout this Basic Ordering Agreement, the following terms shall have the meaning set forth below:

a. "Head of the agency" (also called "agency head") or "Secretary" means the Secretary (or Attorney General, Administrator, Governor, Chairperson, or other chief official, as appropriate) of the agency, including any deputy or assistant chief official of the agency; and, in the Department of Defense, the Under Secretary and any Assistant Secretary of the Department of the Army, Navy, and Air Force; and the Director and Deputy Director of Defense agencies; and the term "authorized representative" means any person, persons, or board (other than the Contracting Officer) authorized to act for the head of the agency or Secretary.

b. "Contracting Officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

c. Except as otherwise provided in this contract, the term "subcontracts" includes, but is not limited to, purchase orders and changes and modifications to purchase orders under this contract.

d. The term "ordering officer" means an individual of a using activity authorized to issue Service Orders for Household Goods (DD Form 1164) (Attachment 2), under this agreement. The individual may be the contracting officer of a using activity or a duly appointed ordering officer so authorized.

e. The term "using activity" means an installation base or command of a military department or a Government agency which has been properly authorized by the contracting officer to issue service orders under this agreement.

f. The term "household goods" includes furniture, appliances, clothing, baggage, all other personal effects of a similar character, professional books, papers, and equipment, and other items authorized by entitlement.

g. The term "lot" means personal property placed in storage at Government expense and covered by one service order.

h. The term "storage period" means the period of time the contractor has possession of the property pursuant to Government orders.

i. The term "owner" or "member" means the individual in whose name the household goods are stored under this agreement.

j. The term "program" means the Department of Defense Personal Property Movement and Storage Program.

k. The term "FAR" means the Federal Acquisition Regulation, formerly the Defense Acquisition Regulation.

1. The term "material change" means any change which, if authorized by one party, would vary its rights and duties to the party making the change or injuriously affect its legal relations with the third parties.

## **I-2 Changes**

a. The contracting officer may at any time, by a written order, make changes, within the general scope and requirements of this agreement, applying to any or all of the DD Forms 1164 issued hereunder; and the ordering officer may at any time, by a written order, make changes to the order's provisions, within the general scope of this agreement, during the performance of any service order. If any such change causes an increase or decrease in the cost of or the time required for performance of any service order, an equitable adjustment may be made in the price(s) or in the time for performance, or both; and the service order shall be modified, in writing, accordingly. Any claim by the contractor for adjustment under this clause must be asserted to the contracting officer or ordering officer directing the change within 30 days from the date of receipt by the contractor of the notification of change, provided, however, that the contracting officer or ordering officer directing the change, if deciding that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment under the service order to which it relates. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the mean of the clause of this agreement entitle "Disputes." However, nothing in this clause shall excuse the contractor from proceeding with any service order as changed.

b. Deviation from the requirements of this agreement: This agreement shall not be changed, modified, renewed, or supplemented by the Government except by action of the contracting officer. DD Forms 1164 shall be administered by the ordering officer provided, however, that provisions of any service order inconsistent with or deviating from the provisions of this agreement or the Schedule of Services and Rates for Household Goods (DD Form 1162-1), Section B, and the General Requirements, paragraph C-2, for storage of household goods shall not be effective unless approved in advance in writing by the contracting officer.

## **I-3 Subcontracting**

The contractor shall not subcontract with other persons or firms for the performance of any service ordered under this agreement unless prior written approval has been received from the contracting officer.

## **I-4 Reserved**

CLAUSES INCORPORATED BY REFERENCE (Apr 84)

This contract incorporates the following clauses by reference, with the same force and effect as if they given in full text. Upon request, the Contracting Officer will make their full text available.

- I. FEDERAL ACQUISITION REGULATION (48 CFR, CHAPTER 1) CLAUSES
- II. DOD FAR SUPPLEMENT (48 CFR, CHAPTER 2) CLAUSES
- III. DEFENSE ACQUISITION REGULATION CLAUSES

	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
		<u>FEDERAL ACQUISITION REGULATION (FAR)</u>	
I-5	52.215-30	Facilities Capital Cost of Money	(APR 84)
I-6	52.232-11	Extras	(APR 84)
I-7	52.232-1	Payments	(APR 84)
I-8	52.232-23	Assignment of Claims	(APR 84)
I-9	52.229-3	Federal, State and Local Taxes	(APR 84)
I-10	52.249-8	Default	(APR 84)
I-11	52.233-1	Disputes	(APR 84)
I-12	52.222-26	Equal Opportunity	(APR 84)
I-13	52.203-1	Officials Not to Benefit	(APR 84)
I-14	52.203-5	Covenant Against Contingent Fees	(APR 84)
I-15	52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans	(APR 84)
I-16	52.222-36	Affirmative Action for Handicapped Workers	(APR 84)
I-17	52.223-2	Clean Air and Water	(APR 84)
I-18	52.222-31	Waiver of Facilities Capital Cost of Money	(APR 84)
I-19	52.232-17	Interest	(APR 84)
I-20	52.219-8	Utilization of Small Business and Small Disadvantaged Business Concerns	(APR 84)

	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
I-21	52.215-1	Examination of Records by Comptroller General	(APR 84)
I-22	52.203-3	Gratuities	(APR 84)
I-23	52.222-3	Convict Labor	(APR 84)
I-24	52.220-3	Utilization of Labor Surplus Area Concerns	(APR 84)
I-25	52.219-13	Utilization of Women-Owned Small Business	(APR 84)
I-26	52.248-1	Value Engineering	(APR 84)
I-27	52.232-17	Interest	(APR 84)
I-28	52.215-2	Audit - Negotiation	(APR 84)
I-29	52.246-4	Inspection of Services	(APR 84)
I-30	52.232-8	Discount for Prompt Payment	(APR 84)
I-31	52.249-4	Termination for Convenience of the Government (Short Form)	
I-32	52.237-2	Protecting of Government Buildings, Equipment, and Vegetation	(APR 84)
I-34	52.246-25	Limitation of Liability Services	(APR 84)
I-35	52.224-1	Privacy Act Notification	(APR 84)
I-36	52.224-2	Privacy Act	(APR 84)
I-37	52.229-3	Federal, State, and Local Taxes	(APR 84)
 <u>DOD FAR SUPPLEMENT CLAUSES</u>			
I-38	252.232-7000	Invoices	(OCT 82)
I-39	252.233-7000	Certification of Request for Adjustment of Relief Exceeding Adjustment \$100,000	(FEB 80)
I-40	252.231-7000	Supplement Cost Principles	(APR 84)
I-41	252.243-7001	Pricing of Adjustments	(APR 84)



	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
		<u>DEFENSE ACQUISITION REGULATION (DAR) CLAUSES</u>	
I-42	7-103.16	Contract Work Hours and Safety Standards Act - Overtime Compensation	(JAN 84)
I-43	7-1903-41	Service Contract Act of 1965, as Amended	(JAN 84)

PART III. SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

	<u>No. of Pages</u>
1. Service Order for Household Goods (DD Form 1164), Figure H-1	1
2. Certificate of Insurance (format), Figure H-2	1
3. Household Goods Descriptive Inventory, Figure H-3	1
4. Locator Sheet (format), Figure H-4	1
5. Annual Review Requirements, Figure H-5	1
6. Joint Statement of Loss or Damage at Delivery (DD Form 1840), Figure H-6	1
7. Notice of Loss or Damage (DD Form 1840R), Figure H-7	1

PART IV, SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
OFFEROR

K-1. 52.203-2 Certificate of Independent Price Determination (Apr 84)

a. The offeror certifies that

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (a) these prices, (b) the intention to submit an offer, or (c) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a formal negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to include any other concern to submit or not to submit an offer for the purpose of restricting competition.

b. Each signature on the offer is considered to be a certification by the signatory that the signatory

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (a) Has been authorized, in writing to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs a(1) through a(3) above \_\_\_\_\_ (insert full name of person(s) in this offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization).

(b) As an authorized agent, does certify that the principals named in subdivision b(2)(a) above have not participated, and will not participate, in any action contrary to subparagraphs a(1) through a(3) above; and

(c) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs a(1) through a(3) above.

c. If the offeror deletes or modifies subparagraph a(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**K-2 52.203-4 Contingent Fee Representation and Agreement (APR 84)**

a. **Representation.** The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror

(NOTE: The offeror must check the appropriate boxes. For interpretation of the representation, including the term "bona fide employee," see subpart 3.4 of the Federal Acquisition Regulation.)

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

b. **Agreement.** The offeror agrees to provide information relating to the above representation as requested by the contracting officer and, when subparagraph a(1) or a(2) is answered affirmatively, to promptly submit to the contracting officer

(1) A completed Standard Form 119, Statement of Contingent or Other Fees (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contracting number, and representing that the prior SF 119 applies to this offer or quotation.

**K-3 52.215-6 Type of Business Organization (Apr 84).** The offeror or quoter, by checking the applicable box, represents that it operates as ☐ a corporation incorporated under the laws of the State of \_\_\_\_\_ or ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture.

**K-4 52.215-11 Authorized Negotiators (APR 84).** The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations: (List names, titles, and telephone numbers of the authorized negotiators).

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**K-5 52.219-1 Small Business Concern Representation (APR 84).** The offeror represents and certifies as part of its offer that it ☐ is, ☐ is not a small business concern and that ☐ all, ☐ not all supplies to be furnished will be maintained or provided by a small business concern in the United States, its possession, or Puerto Rico. "Small business concern," as used in these provisions, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

**K-6 52.219-2 Small Disadvantaged Business Concern Representation (APR 84)**

a. Representation. The offeror represents that it [ ] is, [ ] is not a small disadvantaged business concern.

b. Definitions.

(1) "Asian-Indian American," as used in this provision, means a United States citizen whose origins are in India, Pakistan, or Bangladesh.

(2) "Asian-Pacific American," as used in this provision, means a United States citizen whose origins are Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the US Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, or Taiwan.

(3) "Native Americans," as used in this provision, means American Indians, Eskimos, Aleuts, and native Hawaiians.

(4) "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(5) "Small disadvantaged business concern," as used in this provision, means a small business concern that (1) is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals and (2) has its management and daily business controlled by one or more such individuals.

c. Qualified groups. The offeror shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other individuals found to be qualified by the SBA under 13 CFR 124.1.

**K-7 52.219-3 Women-Owned Small Business Representation (APR 84)**

a. Representation. The offeror represents that it [ ] is, [ ] is not a women-owned small business concern.

b. Definitions.

(1) "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(2) "Women-Owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are US citizens and who also control and operate the business.

**K-8 52.222.21 Certification of Nonsegregated Facilities (APR 84).**

a. "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

b. By the submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

c. The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will

(1) obtain identical certifications from proposed subcontractors before the award for subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) retain the certifications in the files; and

(3) forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR  
CERTIFICATIONS OF NONSEGREGATED FACILITIES**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**K-9 52.222-22 Previous Contracts and Compliance Reports (APR 84).** The offeror represents that

a. it ☐ has, ☐ has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925 or the clause contained in Section 201 of Executive Order No. 11114;

b. it ☐ has, ☐ has not filed all required compliance reports; and

c. representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K-10 52.222-25 Affirmative Action Compliance (APR 84). The offeror represents that (a) it ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) or (b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K-11 52.223-1 Clean Air and Water Certification (APR 84).

a. Any facility to be used in the performance of this proposed contract ☐ is, ☐ is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities.

b. The offeror will immediately notify the contracting officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

c. The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

<b>SERVICE ORDER FOR PERSONAL PROPERTY</b>									
<b>1. TO (Contractor)</b>					<b>2. FROM (Ordering Office)</b>				
a NAME					a NAME				
b ADDRESS (Street, City, State, Zip Code)					b ADDRESS (Street, City, State, Zip Code)				
<b>3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON enter date _____, 19 _____ SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES</b>									
a SCAC CODE		b FEDERAL AGENCY		c APPROPRIATION IDENTITY		d BASIC ORDERING AGREEMENT NUMBER		e MODIFICATION NUMBER	
f SERVICE ORDER NUMBER			g LOT NUMBER			h LOCATION OF PROPERTY (Street, City, State, Zip Code)			
(1) OLD									
(2) NEW									
i ESTIMATED STORAGE PERIOD		j PICK-UP DATE (YYMMDD)		k STORAGE EXPIRATION DATE (YYMMDD)		l ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)	
n OWNER									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, Zip Code)				
(3) PAY GRADE					(4) SSN				
<b>4. NEW ACCOUNTS - SERVICES ORDERED</b>									
a PACKING ITEM I		b SPECIAL SERVICES			c DRAYAGE-IN ITEM III		d HANDLING-IN ITEM IV		e STORAGE ITEM V
		(1) WARDROBE ITEM IIA			(2) EXPENSIVE VALUABLE ITEM ITEM IIB				
RATE		NO		RATE		ZONE		RATE	
\$		\$		\$		\$		\$	
<b>5. REMOVAL ACTIONS</b>									
a APPROPRIATION IDENTITY			b STORAGE REMOVAL DATE (YYMMDD)			c DELIVERY ADDRESS (Street, City, State, Zip Code)			
d SERVICES ORDERED									
(1) HANDLING IN ITEM IV		(2) HANDLING OUT ITEM V		(3) DRAYAGE OUT ITEM VII		(4) UNPACKING ITEM VIII		(5) WEIGHT REHANDLED	
RATE		RATE		ZONE		RATE		RATE	
\$		\$		\$		\$		\$	
<b>6. REMARKS</b>									
<b>7. SPECIAL INSTRUCTIONS</b>									
a Mail invoices to									
b Storage authority									
c Maximum weight chargeable to government Lbs Weight in excess of such maximum will be charged to the owner.									
d Estimated Cost of the Service(s) is \$ You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.									
e Accounting Classification									
<b>8. CERTIFICATION</b> To be completed by Ordering Office. Commercial storage has been determined to be more economical than government storage									
TYPED NAME (Last, First, Middle Initial)					b SIGNATURE				
c TITLE					d DATE SIGNED				



# CERTIFICATE OF WAREHOUSEMEN'S LEGAL LIABILITY INSURANCE

(DOD Directive 4500.34-R)

This is to certify that a policy is now in force and includes insurance for Warehousemen's Legal Liability as required for property and accepted and stored under contract with any governmental agency under Public Law 87-649 (or any other subsequent to Public Law 245) is provided in an amount not less than \$1.50 times the number of pounds in storage at the time of loss subject to the limit(s) of liability specified below. Liability is not limited per lot.

## INSTRUCTIONS. (Type all information except signature.)

1. a. NAME OF INSURANCE COMPANY	2. a. NAME OF CONTRACTOR
1. b. ADDRESS (street number, city, state, and zip code)	2. b. ADDRESS (street number, city, state, and zip code)
3. POLICY NUMBER	4. EFFECTIVE DATE (Mo/Da:Yr) (12:01 a.m. Standard Time at the place of issuance and continuing until cancelled or provided for in paragraph "5" below.)
5. a. ADDRESS OF WAREHOUSE 1. _____ 2. _____ 3. _____	5. b. LIMIT OF LIABILITY \$ _____ \$ _____ \$ _____

Deductibles under this policy are applied on an occurrence basis and shall not exceed \$100.00. Deductible amount \$ \_\_\_\_\_. If the contractor may be liable, the company may be liable. If the contractor cannot or does not handle a claim, the company assumes responsibility to see that the claim receives prompt attention, including the determination of the contractor's liability, and payment in full to the extent of that liability.

Lack of cooperation from the contractor for any reason (including contractor bankruptcy) is no defense. If necessary, the company shall seek from the claimant affidavits or other supporting documentation to permit a determination of liability.

When requested by the contracting officer, the company will provide, within thirty (30) days, a duplicate original of said policy and all endorsements thereto. The contracting officer reserves the right to reject certificates of insurance from insurance companies if they fail to provide adequate protection.

This certificate may not be cancelled without cancellation of said policy. Such cancellation or any material change may be effected by the company or the contractor only by giving thirty (30) days notice in writing to the \_\_\_\_\_. Such notice will commence to run from the date said notice is actually received.

Insurance and surety companies must be legally authorized to issue policies of warehousemen's legal liability insurance in each state that the contractor is authorized to operate or be authorized to issue such policies in the state in which the contractor has its principal place of business. The underwriter of warehousemen's legal liability insurance must have a policyholder's rating of "A" or better in Best's Insurance Guide.

## ISSUING OFFICE

6. a. NAME OF INSURANCE COMPANY/UNDERWRITER/AGENT	7. a. NAME OF AUTHORIZED INSURANCE COMPANY REPRESENTATIVE
6. b. ADDRESS (street number, city, state, and zip code) PHONE NO. (Area Code)	7. b. SIGNATURE DATE (Mo/Da:Yr)

MT FORM 365-R, Sep 87

EDITION OF MAY 87 IS OBSOLETE.

(Figure H-2)

**TAG LOT NO**

NOTE: THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR.

"WE HAVE CHECKED ALL ITEMS LISTED AND NUMBERED 1 TO \_\_\_\_\_ INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED."

BEFORE SIGNING - CHECK SHIPMENT COUNT ITEMS  
AND DESCRIBE LOSS OR DAMAGE IN SPACE ON THE RIGHT ABOVE

Published by J. J. SELLER & ASSOCIATES, INC. Montreal, WI 14757-0200

Rev 8/90  
174-FS-D5

# LOCATOR SHEET

NAME-RANK-SSAN LT R.H. McMOORE 064-20-5583  
 LOT NO. 63890 (Red)  
 SERVICE ORDER NR. F22607-76-M-20611  
 NAME ISSUING ACTIVITY TMO, Supersonic AFB, Underall, Central  
 WAREHOUSE (Number & Address) 1234 North/South Ave., New Rise, Central

PALLET NR.	OR	BOX NR.	LOCATION
		101-A	2-E-8
		102-B	2-E-9
		103-C	2-E-10

Segregated Items O/S, Rugs, Pianos, Organs, Lawnmowers, Bicycles, Etc

INV. ITEM NR.	ARTICLE	LOCATION
4	9x12 Green Rug	Rug Tube 1-A
5	9x12 Rug Pad	Rug Tube 1-B
6	Red Sofa - 3 pieces	Rack 2-C-8
7	Flowered Stuffed Chair	Rack 2-C-9
8	Lawnmower	OFFICE DECK
9	Piano	PIANO ROOM

DATE INTO STORAGE 14 JULY 1979

TYPE STORAGE GOVT- BDA

ITEMS IN PALLET OR BOX NR. 101-A (CIRCLE)

(BASIC ORDERING AGREEMENT)

1	16	31	46	61	76	91	106	121	136	151	166	181	196	211	226	241	256	271	286
2	17	32	47	62	77	92	107	122	137	152	167	182	197	212	227	242	257	272	287
3	18	33	48	63	78	93	108	123	138	153	168	183	198	213	228	243	258	273	288
4	19	34	49	64	79	94	109	124	139	154	169	184	199	214	229	244	259	274	289
5	20	35	50	65	80	95	110	125	140	155	170	185	200	215	230	245	260	275	290
6	21	36	51	66	81	96	111	126	141	156	171	186	201	216	231	246	261	276	291
7	22	37	52	67	82	97	112	127	142	157	172	187	202	217	232	247	262	277	292
8	23	38	53	68	83	98	113	128	143	158	173	188	203	218	233	248	263	278	293
9	24	39	54	69	84	99	114	129	144	159	174	189	204	219	234	249	264	279	294
10	25	40	55	70	85	100	115	130	145	160	175	190	205	220	235	250	265	280	295
11	26	41	56	71	86	101	116	131	146	161	176	191	206	221	236	251	266	281	296
12	27	42	57	72	87	102	117	132	147	162	177	192	207	222	237	252	267	282	297
13	28	43	58	73	88	103	118	133	148	163	178	193	208	223	238	253	268	283	298
14	29	44	59	74	89	104	119	134	149	164	179	194	209	224	239	254	269	284	299
15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300

USE OF ITEM ACCOUNTABILITY PER  
 PALLET IS RECOMMENDED. HOWEVER,  
 ITS USE IS CONSIDERED OPTIONAL.

NAME LT R.H. McMOORE  
 LOT NR 63890 (Red)  
 PIECE NR 6  
 SERVICE ORDER NR F22607-76-M-20611

(Figure H-4)

## ANNUAL REVIEW REQUIREMENTS

As stated in paragraph H-8, the Basic Ordering Agreement (BOA) shall be reviewed, as a minimum, annually. In order to accomplish this review, the contractor shall furnish the following information and documents to the contracting officer each year no later than \_\_\_\_\_.

a. A copy of the latest complete fiscal year (12 months) financial statement (balance sheet and profit and loss statement), certified by either an independent public accountant or an official of the firm, that it truly and fully sets forth the financial condition of the firm.

b. A copy of the fire insurance letter (Figure G-1 of Appendix G, DOD 4500.34-R) for each approved storage location, completed by the contractor's insurance company, providing certified information regarding the current fire contents rate and any fire fighting systems and a fire content rate listing checked and verified by the responsible Insurance Services Office.

c. A certificate of insurance in effect (reference paragraph C-7d(4)(h), and Attachment 2). If present certificate on file with the regional storage management office (RSMO) is accurate, a new certificate is not required.

d. A statement as to whether or not there have been organizational changes within the firm (e.g., change of name, ownership, officers, corporate structure, etc.) during the previous year and, if so, what the changes were. An authenticated copy of the minutes of each corporate meeting during which the change(s) was/were effected or approved shall be furnished with such notification, when applicable (reference para. C-7d(4) (f)).

e. A copy of a large lease in effect and/or evidence of ownership (e.g., tax receipt) for each storage location approved under the BOA. If present lease/evidence on file with the RSMO is accurate, a new lease/evidence is not required.

f. The number of service employees (excluding clerical and sales personnel) routinely employed for work under this BOA.

g. One signed copy of the current collective bargaining agreement(s) or a statement to the effect that none exists.

h. The names, home addresses (including zip codes), and home telephone numbers (including area code) or two operating executives to contact in case of emergency.

i. The names and titles of two persons authorized to sign contractual documents (reference paragraph K-4).

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY			
<u>Privacy Act Statement</u>			
<b>AUTHORITY:</b>	The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).		
<b>PRINCIPLE PURPOSE(S):</b>	The information requested is to be used in evaluating claims.		
<b>ROUTINE USE(S):</b>	The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.		
<b>DISCLOSURE:</b>	Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.		
<b>GENERAL INSTRUCTIONS:</b> The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.			
<b>SECTION A - GENERAL (To be completed by carrier/contractor)</b>			
1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE
4. NET WT OF SHIPMENT		5. ORIGIN OF SHIPMENT (City and State/Country)	
6. DESTINATION OF SHIPMENT (City and State/Country)		7. PPGBL/ORDER NUMBER	
8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.	
<b>SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)</b>			
13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. <b>THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.</b>			
a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing so indicate)	
<b>14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)</b> a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not <input type="checkbox"/> used. b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not <input type="checkbox"/> waived. c. I estimate the amount of my loss and/or damage at \$ d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim. e. Telephone Number <input type="text"/> f. Date Signed <input type="text"/> g. Signature <input type="text"/>		<b>15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)</b> a. Property was delivered in apparently good condition except as otherwise noted above. b. I will initiate tracer action for missing items. c. Name of delivering carrier/agent/contractor <input type="text"/> d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No e. Signature <input type="text"/> f. Date Signed <input type="text"/>	

DD Form 1840, JAN 88

Previous editions are obsolete.

MEMBER

(figure H-6)

H-46

[illegible]

# **SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS**

Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.

1. Basic Ordering Agreement Number      2. Modification Number      3. Effective date (yyymmdd)

## **4. Service Performed**

a. Title	b. Description	c. Rate		
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobe cartons) (rate per cwt)	\$		
(2) ITEM II SPECIAL SERVICE	a.Wardrobes: Upright wardrobes with minimum 18 inch bar.(cost each)	\$		
	b.Inventory of high value items as declared by the member or his agent.(cost per inventoried carton)	\$		
(3) ITEM III DRAYAGE	Pickup at location,loading,weighing,drayage to warehouse and unloading onto warehouse platform. (Rate per cwt)	<u>ZONES</u>	1	\$
			2	\$
			3	\$
			4	\$
			5	\$
			6	\$
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt)	\$		
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement (Rate per cwt per month)	\$		
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt)	\$		
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading,including the placing in appropriate rooms in accordance with specifications(Rate per cwt)	<u>ZONES</u>	1	\$
			2	\$
			3	\$
			4	\$
			5	\$
			6	\$
(8) ITEM VIII UNPACKING	Unpacking,including unpacking all barrels,crates,cartons, recording overage,shortage or damage found while unpacking, removing from owner's residence all empty containers,packing materials and other debris accumulated incident to unpacking in accordance with specifications (Rate per cwt)	\$		

## **5. SERVICE AREA**

This agreement covers orders placed by using activities within the following area.

## **6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE**

a. Zone 1	b. Zone 2
c. Zone 3	d. Zone 4
e. Zone 5	f. Zone 6

## **7. CONTRACTOR CERTIFICATION STATEMENT**

I certify that I hold a valid operating permit/certificate for zones on which I have submitted rates.

a. Typed NAME (Last, First, Middle Initial)      b. SIGNATURE

### SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS

Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.

1. Basic Ordering Agreement Number      2. Modification Number      3. Effective date (yyymmdd)

#### 4. Service Performed

a. Title	b. Description	c. Rate		
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobe cartons) (rate per cwt)	\$		
(2) ITEM II SPECIAL SERVICE	a.Wardrobes: Upright wardrobes with minimum 18 inch bar.(cost each)	\$		
	b.Inventory of high value items as declared by the member or his agent.(cost per inventoried carton)	\$		
(3) ITEM III DRAYAGE	Pickup at location,loading,weighing,drayage to warehouse and unloading onto warehouse platform. (Rate per cwt)	<u>ZONES</u>	1	\$
			2	\$
			3	\$
			4	\$
			5	\$
			6	\$
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt)	\$		
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement (Rate per cwt per month)	\$		
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt)	\$		
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading,including the placing in appropriate rooms in accordance with specifications(Rate per cwt)	<u>ZONES</u>	1	\$
			2	\$
			3	\$
			4	\$
			5	\$
			6	\$
(8) ITEM VIII UNPACKING	Unpacking,including unpacking all barrels,crates,cartons, recording overage,shortage or damage found while unpacking, removing from owner's residence all empty containers,packing materials and other debris accumulated incident to unpacking in accordance with specifications (Rate per cwt)	\$		

#### 5. SERVICE AREA

This agreement covers orders placed by using activities within the following area.

#### 6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE

a. Zone 1	b. Zone 2
c. Zone 3	d. Zone 4
e. Zone 5	f. Zone 6

#### 7. CONTRACTOR CERTIFICATION STATEMENT

I certify that I hold a valid operating permit/certificate for zones on which I have submitted rates.

a. Typed NAME (Last, First, Middle Initial)      b. SIGNATURE



**BASIC ORDERING AGREEMENT FOR STORAGE OF HOUSEHOLD GOODS AND RELATED SERVICES  
SIGNATURE PAGE**

IN WITNESS THEREOF, THE PARTIES HERETO HAVE EXECUTED THIS BASIC ORDERING AGREEMENT AS OF THE DAY AND DATE FIRST ABOVE WRITTEN:

**THE UNITED STATES OF AMERICA**

WITNESS

BY

\_\_\_\_\_  
(SIGNATURE OF CONTRACTING OFFICER)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TYPED NAME OF CONTRACTOR)

BY

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(ADDRESS)

AN OFFER SIGNED BY AN OFFICER OF THE CORPORATION MUST BE EXECUTED IN THE CORPORATION NAME AND BE ACCOMPANIED BY THE FOLLOWING CERTIFICATE EXECUTED AND SIGNED BY ANOTHER OFFICER OF THE CORPORATION UNDER ITS CORPORATE SEAL.

**CERTIFICATE**

I, \_\_\_\_\_, CERTIFY THAT I AM THE \_\_\_\_\_  
\_\_\_\_\_ OF THE CORPORATION NAMED AS OFFEROR HEREIN; THAT \_\_\_\_\_  
\_\_\_\_\_, WHO SIGNED THIS OFFER ON BEHALF OF THE OFFEROR, WAS THEN \_\_\_\_\_  
\_\_\_\_\_ OF SAID CORPORATION; THAT SAID OFFER WAS DULY SIGNED FOR AND IN  
BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS GOVERNING BODY, AND IS WITHIN THE SCOPE OF ITS  
CORPORATE POWERS.

\_\_\_\_\_  
(SIGNATURE) \_\_\_\_\_ (CORPORATE SEAL)

**IF A PARTNERSHIP**

AN OFFER SIGNED BY A PARTNER MUST BE EXECUTED IN THE PARTNERSHIP NAME AND BE ACCOMPANIED BY A LISTING OF ALL OTHER PARTNERS. LIST NAMES BELOW IF NOT FURNISHED ELSEWHERE ON THE FORM.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DD FORM 1162-3  
1 MAR 78

EDITION 1 JUN 71 IS OBSOLETE.

(figure H-8)

H-50

**BASIC ORDERING AGREEMENT FOR STORAGE OF HOUSEHOLD GOODS AND RELATED SERVICES  
SIGNATURE PAGE**

IN WITNESS THEREOF, THE PARTIES HERE HAVE EXECUTED THIS BASIC ORDERING AGREEMENT AS OF THE DAY AND DATE FIRST ABOVE WRITTEN:

**THE UNITED STATES OF AMERICA**

**WITNESS**

**BY**

\_\_\_\_\_  
(SIGNATURE OF CONTRACTING OFFICER)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TYPED NAME OF CONTRACTOR)

NOTE: In cases of corporation, witnesses not required, but certificate below must be completed. Type or print names under all signatures.

**BY**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(ADDRESS)

AN OFFER SIGNED BY AN OFFICER OF THE CORPORATION MUST BE EXECUTED IN THE CORPORATION NAME AND BE ACCOMPANIED BY THE FOLLOWING CERTIFICATE EXECUTED AND SIGNED BY ANOTHER OFFICER OF THE CORPORATION UNDER ITS CORPORATE SEAL.

**CERTIFICATE**

I, \_\_\_\_\_, CERTIFY THAT I AM THE \_\_\_\_\_  
\_\_\_\_\_ OF THE CORPORATION NAMED AS OFFEROR HEREIN; THAT \_\_\_\_\_  
\_\_\_\_\_, WHO SIGNED THIS OFFER ON BEHALF OF THE OFFEROR, WAS THEN \_\_\_\_\_  
\_\_\_\_\_ OF SAID CORPORATION; THAT SAID OFFER WAS DULY SIGNED FOR AND IN  
BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS GOVERNING BODY, AND IS WITHIN THE SCOPE OF ITS  
CORPORATE POWERS.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(CORPORATE SEAL)

**IF A PARTNERSHIP**

AN OFFER SIGNED BY A PARTNER MUST BE EXECUTED IN THE PARTNERSHIP NAME AND BE ACCOMPANIED BY A LISTING OF ALL OTHER PARTNERS. LIST NAMES BELOW IF NOT FURNISHED ELSEWHERE ON THE FORM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DD FORM 1162-3  
1 MAR 70

EDITION 1 JUN 71 IS OBSOLETE.

(figure H-8.1)

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## APPENDIX I

### SHIPPING - RECEIVING PORTS FOR POVS

1. This appendix lists the water ports of embarkation and debarkation in CONUS which normally service the cited overseas origins and destinations. MTMC ocean cargo clearance authority offices, however, may ship through any port which has suitable ocean carrier service and port handling arrangements. The water ports listed here are solely for the purpose of advising members which ports may be used to provide timely movement of their POVs.
2. POVs will be booked to the water port of debarkation serving the member's ultimate duty station. Such movements may include land transit segments as authorized by regulation.
3. The member will be advised of the required delivery date (RDD) assigned to the POV shipment. If the member elects an origin or destination port which extends the RDD, then that impact will be explained to the member.
4. MILSTAMP shipping/receiving water port designators are summarized in Part I for information purposes. Part II summarizes overseas areas exempted from catalytic converter removal.
5. When making excess cost determinations, the designated port within the intent of the JFTR (Volume I) and the JTR (Volume II) is the port nearest the old or new duty station or a port between the old or new duty station. Excess cost only shall be charged in those cases when the actual transportation cost to be incurred by the Government exceeds the cost of transporting a POV between the port geographically closest to the service members old duty station and the port geographically closest to the service members new duty station or to or from any port between the old and new duty stations.
6. When excess transportation costs have been incurred by the government, collection of such excess cost will be made in accordance with regulations of the military service concerned.
7. On some water routes, only container service is available. The physical dimensions of the container restrict height to 7 feet and width to 6 feet, 6 inches. POVs exceeding these dimensions must transit ports where there is breakbulk or roll-on and roll-off service. The ports suitable for such POVs are Bayonne, NJ; Charleston, SC; Baltimore, MD; New Orleans, LA; and Oakland, CA. POVs for Puerto Rico will use Bayonne, NJ, or Cape Canaveral, FL, in such instances. In addition, car carrier service is used for movements between CONUS ocean terminal and between some overseas ports. Some POVs can be outsized to these modes which could limit the ports that can be used for these shipments. As a general rule, vehicles exceeding 7 feet in height or width should be considered outsized and could require alternate routings. Advance arrangements should be made with the MTMC area command having cognizance over the listed POE for these shipments prior to turn-in at the POE.

8. Military ocean terminals other than those listed for the specific overseas areas may only be used with prior approval of the MTMC area command having jurisdiction over the port. Requests to use a MTMC terminal not listed for the particular overseas will be accommodated to the extent that transportation services at reasonable costs and movement does not require use of a foreign flag ocean carrier if US flag service is available from ports listed for the overseas areas.

# PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS

JACKSONVILLE, FL (1R3)  
(NAVY ONLY)

SEATTLE, WA (4DL)

COMPTON, CA (3H2)

OAKLAND, CA (3DK)

NEW ORLEANS, LA (2DC)

CAPE CANAVERAL,  
FL (1R1)

CHARLESTON, SC (1P2)

NORFOLK, VA (1MJ)

BALTIMORE, MD (1IA)

BAYONNE, NJ (1GC)

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (1IA)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)	JACKSONVILLE, FL (1R3) (NAVY ONLY)
A	NORTH ATLANTIC:										
	Newfoundland	X		X				X		X	
	Labrador	X						X		X	
	Greenland	X						X		X	
	Iceland	X		X				X		X	
B	PANAMA:	X	X	X	X	X	X	X	X		
C	CARIBBEAN:										
	Bermuda			X				X			
	Bahamas										
	(Nassau only)					X		X			
	Bahamas (Lesser)					X					
	Cuba (Guantanamo Bay only)			X		X	X	X	X		X
	Jamaica	X				X	X	X		X	
	Haiti	X	X			X	X	X		X	
	Dominican Republic	X				X	X	X		X	
	Puerto Rico	X	X	X	X	X	X	X		X	
	Aruba	X				X	X	X		X	
	Virgin Islands	X	X		X	X	X	X	X	X	
	Lesser Antilles					X					
	Mexico (East Coast)	X				X		X		X	

**PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS**

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (1LA)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
	Honduras Gulf	X				X	X	X		X
	Nicaragua-Costa Rica (East Coast)	X	X			X	X	X		X
	North Colombia	X	X	X	X	X	X	X		X
	Venezuela	X	X	X	X	X	X	X		X
	Trinidad	X	X							
	Guiana	X								
D	MIDDLE AMERICAS: (West Coast)									
	Mexico (West Coast)									
	Guatemala	X	X			X	X	X	X	X
	El Salvador	X	X			X	X	X		X
	Nicaragua					X	X	X	X	
E	SOUTH AMERICA: (West Coast)									
	Colombia	X		X	X	X	X	X	X	X
	Ecuador	X		X	X	X	X	X	X	X
	Peru	X		X	X	X	X	X	X	X
	Chile	X		X	X	X	X	X	X	X

**PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS**

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (1LA)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
F	SOUTH AMERICA: (East Coast)									
	Brazil	X	X	X	X	X	X	X	X	X
	Uruguay	X	X	X	X	X	X	X	X	X
	Paraguay	X	X	X	X	X	X	X	X	X
	Argentina	X		X	X	X				
G	AZORES	X		X				X	X	X
H	BRITISH ISLES:									
	England:									
	Felixstowe	X	X	X	X	X	X	X	X	X
	Liverpool	X	X	X	X	X	X	X	X	X
	Ireland	X	X	X	X	X	X	X	X	X
	Scotland	X	X	X	X	X	X	X	X	X
J	NORTHERN EUROPE:									
	Norway	X	X	X	X	X	X	X	X	X
	Sweden	X	X	X	X	X	X	X	X	X
	Denmark	X	X	X	X	X	X	X	X	X
	Finland	X	X	X	X	X	X	X	X	X
	Germany	X	X	X	X	X	X	X	X	X

**PART I: PORTS FOR SHIPMENT OF POWs BETWEEN CONUS AND OVERSEAS AREAS**

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (1LA)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1RI)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
K	Netherlands	X	X	X	X	X	X	X	X	X
	Belgium (via Rotterdam)	X	X	X	X	X	X	X	X	X
	France (via Rotterdam or Bremerhaven; owner's choice	X	X	X	X	X	X	X	X	X
	WEST MEDITERRANEAN:									
	Portugal	X	X	X	X	X	X	X	X	X
	Morocco	X	X	X				X		X
	Algeria	X						X		X
	Tunisia	X								
	Sicily	X	X	X	X	X		X	X	X
	Italy (West Coast)	X	X	X	X	X	X	X	X	X
L	Spain (Cadiz, Rota & Barcelona only)	X	X	X	X	X	X	X	X	X
	EAST MEDITERRANEAN:									
	Italy (East Coast)	X		X		X	X	X		X
	Trieste	X		X		X	X	X		X
	Yugoslavia	X		X				X		X
	Greece	X		X		X	X	X	X	X
	Syria	X						X		X



# PART I: PORTS FOR SHIPMENT OF POWs BETWEEN CONUS AND OVERSEAS AREAS

AREA CODE	TO DESTINATION	RAYONNE, NJ (1GC)	BALTIMORE, MD (11A)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
	Cyprus	X						X		X
	Lebanon	X						X		X
	Israel	X			X	X		X	X	X
	Egypt	X		X	X		X	X		X
	Libya	X		X				X		X
	Turkey:									
	Istanbul	X		X	X	X	X	X	X	X
	Izmir	X		X	X	X	X	X	X	X
	Iskenderun	X		X	X	X	X	X	X	X
M	WEST AFRICA:									
	Ascension Island	X				X		X		X
	St. Helena Island	X						X		X
	Cape Verde Island	X						X		X
	Portuguese Guinea	X						X		X
	Gambia	X						X		X
	Sierra Leone	X						X		X
	Liberia	X						X		X
	Ivory Coast	X	X	X				X		X
	Ghana	X	X	X				X		X
	Nigeria	X	X	X				X		X
	Cameroon	X	X	X				X		X
	Congo	X						X		X
	Gabon	X						X		X
	Angola	X						X		X
	Guinea	X						X		X
	Dahomey	X						X		X

# PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (11A)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
N	SOUTH & EAST AFRICA									
	Union of South Africa	X	X	X			X	X		X
	Mozambique	X	X	X				X		X
	Madagascar (Malagasy)	X					X	X		X
	Tanganyika	X					X	X		X
	Kenya	X	X	X				X		X
	Somalia	X	X	X			X	X		X
P	PERSIAN GULF- RED SEA:									
	Djibouti	X					X	X	X	X
	Ethiopia	X					X	X		X
	Sudan	X						X		X
	Jordan	X					X	X		X
	Saudi Arabia	X					X	X		X
	Yemen	X					X	X		X
	Oman	X						X		X
	Bahrain Island	X						X		X
	Kuwait	X					X	X		X
	Iraq	X						X		X

**PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS**

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (1LA)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
O	BURMA-INDIA:									
	Pakistan	X		X			X	X		X
	India	X		X			X	X		X
	Burma	X		X			X	X		X
	Ceylon	X					X	X		
R	CHINA SEA:									
	Thailand	X		X	X		X	X	X	X
	Malaya	X					X	X	X	X
	Sumatra	X		X	X		X	X		
	Java	X		X	X		X	X		
	Timor Island	X		X	X		X	X		
	Kampuchea	X		X	X		X	X		
	Canton Area	X		X	X		X	X	X	X
	Taiwan (Formosa)	X		X	X		X	X	X	X
	Borneo Area	X		X	X		X	X		
	Celebes	X		X	X		X	X		
	PHILIPPINES:									
S	Luzon Island (Subic Bay)	X		X	X	X				

**PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS**

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (11A)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
T	CENTRAL PACIFIC ISLANDS:									
	Marianas (includes Guam)	X		X	X	X	X	X	X	X
	Marshall Islands	X		X	X	X	X	X		
	Caroline Islands	X		X	X	X	X	X		
	Palau Island Group	X		X	X	X	X	X		
U	KOREA/JAPAN/RYUKYU:									
	Ryukyu Islands (Okinawa)	X	X	X	X	X	X	X	X	X
	Korea	X	X	X	X	X	X	X	X	X
	Japan	X	X	X	X	X	X	X	X	X
V	AUSTRALIA, NEW ZEALAND & THE CORAL SEA AREA:									
	Australia:									
	Sydney	X	X	X	X	X	X	X	X	X
	Northwest Cape	X		X	X	X	X	X	X	X
	Melbourne	X	X	X	X	X	X	X	X	X
	Adelaide	X	X	X	X	X	X	X	X	X
	Brisbane	X	X	X	X	X	X	X	X	X

PART I: PORTS FOR SHIPMENT OF POVS BETWEEN CONUS AND OVERSEAS AREAS

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (1LA)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
	New Zealand	X	X	X	X	X	X	X	X	X
	New Guinea	X						X	X	
	Solomon Islands	X						X	X	
	Fiji Islands	X						X	X	
	Loyalty Islands	X						X	X	
	New Hebrides	X						X	X	
	Gilbert Islands	X						X	X	
W	SOUTH PACIFIC ISLANDS:									
	Samoan Islands	X						X	X	
	Society Islands	X						X	X	
	Johnston Islands	X						X	X	X
X	HAWAIIAN ISLANDS:									
	Oahu (Pearl Harbor)	X	X	X	X	X	X	X	X	X
	French Frigate Shoals	X	X	X	X	X	X	X	X	X
	Wake Island	X		X	X	X	X	X	X	X

**PART I: PORTS FOR SHIPMENT OF FOVS BETWEEN CONUS AND OVERSEAS AREAS**

AREA CODE	TO DESTINATION	BAYONNE, NJ (1GC)	BALTIMORE, MD (11A)	NORFOLK, VA (1MJ)	CHARLESTON, SC (1P2)	CAPE CANAVERAL, FL (1R1)	NEW ORLEANS, LA (2DC)	OAKLAND, CA (3DK)	COMPTON, CA (3H2)	SEATTLE, WA (4DL)
Y	NORTH PACIFIC:									
	Canada, British Columbia									
	Alaska	X	X		X	X				X
	Kodiak Island	X	X		X	X				X
	Aleutian Islands	X	X		X	X				X

PART II

OVERSEAS AREAS EXEMPTED FROM CATALYTIC CONVERTER REMOVAL\*\*

Alaska	American Samoa
<u>1/</u> Belgium	Canada
<u>2/</u> Cuba	<u>1/</u> Germany
Guam	Hawaii
<u>1/</u> Iceland	<u>1/</u> Italy
<u>1/</u> Korea	Mexico
<u>1/</u> Netherlands	<u>1/</u> Norway
<u>1/</u> Panama	Puerto Rico
<u>1/</u> United Kingdom	Virgin Islands

**\*\* NOTE:** The designation of these areas as "Exempted" does not authorize the operation of catalyst-equipped vehicles on leaded fuel; these areas have adequate availability of unleaded fuel to accommodate operation of catalytic-equipped POVs.

NOTE 1/ These countries require a Plumbtesmo test of the POV prior to return of the vehicle to CTUS.

NOTE 2/ Guantanamo Naval Base, Cuba, will be treated as if it were part of CTUS. POVs transported directly between CTUS and Guantanamo Naval Base are exempted from the requirement of removing or replacing the catalytic converter/components or performing Plumbtesmo testing. For POVs not being directly transported from CTUS, the POV, prior to shipping, must meet the requirements of the DOD Catalyst Control Program in effect for the country from which the POV is being shipped (as if the POV is being shipped to CTUS in accordance with the DOD Import Control Program).

APPENDIX J

Hazardous Materials

1. Combustible Liquids:

Alcoholic beverages (any single container exceeding one (1) gallon capacity)

Alcohols

Antifreeze compounds

Camphor oil

Fluid cleaners (containing combustible materials, e.g., spot clothing cleaners and office machine cleaners)

2. Corrosive Liquids:

Acids--muriatic, nitric, photographic, sulfuric

Battery with acid

Disinfectants

Dyes

Flame retardant compounds

Iron/steel rust preventing/rust removing compounds

Paint and paint related materials

3. Explosives:

Ammunition

Black powder

Blasting caps

Dynamite, plastics or any similar explosives

Explosive auto alarms

Fireworks

Fuse lighters

Igniters

Primers

Propellants

Signal flares

Smokeless powder

Souvenir explosive instruments of war

Spear guns having charged heads

Toy propellants or smoke devices

4. Flammables:

Acetone

Adhesives (glues, cements and plastics)

Ammonia

Charcoal briquettes

Cleaning fluids

Compound 3 weed killers

Denatured alcohol

Enamel

Gasoline

Insecticides

Kerosene



Flammables (continued):

Lacquer  
Leather dressing or bleach  
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)  
Liquors (any single container exceeding one (1) gallon capacity)  
Matches  
Oil stains for wood  
Paint  
Paint or varnish remover  
Petroleum products  
Polishes, liquid (metal, stove, furniture and wood)  
Propane tanks (nonpurged)  
Propane or other gas used for cooking or heating purposes  
Shellac  
Shoe polish (liquid)  
Solvents, plastic  
Stains  
Turpentine  
Varnish  
Wood filler

5. Gases, Compressed:

Engine starting fluids, fire extinguishers, gases used in welding, scuba diving tanks (see note below).

6. Aerosol Can (containing a Flammable Gas, Flammable Liquid, Toxic, or Corrosive Substance).

7. Chlorinated Hydrocarbons in Decorative Lamps.

8. Other Regulated Material Termed Combustible, Corrosive, or Flammable.

NOTE: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage. Servicing for shipment will include:

1. Written certification of purging serviced by dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.

or

2. Completely empty tank, remove the valve, and replace valve with plug designed for this purpose.

## APPENDIX K

### WAREHOUSE INSPECTION GUIDE AND INSTRUCTIONS FOR PREPARATION OF THE WAREHOUSE INSPECTION REPORT

(DD FORM 1812)

1. **General.** This section provides information and guidance regarding the on-site inspection of commercial carrier, agent and contractor warehouses approved for the storage of personal property shipments. This information supplements the criteria outlined in Appendix G, Preaward Survey Guidelines, and should be used as a checklist when performing quarterly, semiannual, and other routine facility inspections. Activities located outside CONUS, excluding Alaska and Hawaii, may deviate from the procedures outlined herein when the theater commander or other designated authority has established facility standards to comply with localized practices, trade, and customs.

a. When the facility of a carrier or agent is utilized by more than a single personal property shipping office (PPSO), one PPSO will be designated to perform the required inspections. The activity will be designated by mutual agreement of the PPSOs concerned. When PPSOs are unable to reach an agreement as to the activity to be designated, the cognizant MTMC area command or field office shall determine which activity will be responsible to perform the required inspections. Normally the PPSO with geographical responsibility for the area in which the facility is located will perform the inspections. The PPSO which assumes responsibility for performing the inspections will provide other PPSOs using the same facility a copy of all inspection reports and related documents which may affect the storage program, carrier-agent representation rules and similar matters. When an inspection results in the disqualification of a facility, the disqualification will apply for all PPSOs using the same facility.

b. The DD 1812, Warehouse Inspection Report (Figure K-1) is to be utilized when performing the aforementioned inspections. Modern warehousing and storage facilities incorporate various techniques and methods to provide the storage and related services contracted for under the Basic Ordering Agreement (BOA) and Tender of Service. In this regard, the inspecting official must evaluate numerous areas to ensure that the facility complies with the requirements of the applicable contract or tender and the stored property is afforded adequate levels of protection in a safe environment. Each facility inspection should be preplanned to achieve maximum results. During the Pre-trip planning it is suggested the inspection official review previous inspection findings, reports on service failures, customer complaints, claim letters, and other general information which is readily available. These and related areas can be discussed with a management official of the company during or after the actual inspection process.

2. **General Inspection Procedures.** A technique substantially outlined below is recommended to be followed during on-site inspections:

a. On approach to the warehouse note general activity, status of yard operations, and evidence of security measures.

b. At the warehouse, contact management official, advise of the purpose of visit, and set forth procedures of inspection.

c. As a minimum, the inspection and evaluation process will include a review of the following areas:

(1) Fire detection and reporting systems.

(2) Security systems.

(3) Structural and electrical Systems.

(4) Storage methods and practices.

(5) Locator and lot identification systems.

(6) Documents to include household goods descriptive inventories, weight tickets, warehouse receipt, etc.

3. **Specific Inspection Areas.** During the inspection process, it is recommended that the inspecting official:

a. Open a selected storage lot to observe packaging, marking and stacking methods (RSMO inspections only).

b. Check the locator system's accuracy by randomly selecting storage lots and cross-checking the information contained in the locator system with the actual location of the property in the warehouse.

c. Review segregated item storage practices for articles such as rugs, sofas, and pianos.

d. Circle outside of warehouse doing checks for fire hazards and security conditions. Combustible materials stored outside should be kept a minimum of 20 feet from the building. Due to the proximity of adjoining buildings, property lines and similar circumstances, this may not be practicable in all areas. Therefore, the inspector should exercise sound judgement in applying this standard.

e. Observe worker activity to include operations associated with the handling in and out of shipments.

f. Check truck and platform scales to ensure they have been inspected in accordance with state, county, or city codes.

g. Check to verify that maintenance inspections of fire safety systems are being performed. As a minimum, fire detection and reporting systems must be inspected monthly and sprinkler systems quarterly.

h. Check to verify that an insect and rodent control program, either self administered or provided by an outside firm, is in effect.

4. **Inspection Report.** Upon summation of the inspection, a DD Form 1812, Warehouse Inspection Report must be executed pursuant to the instructions contained in paragraph 5 below. The contractor, carrier, or agent must also be given an oral briefing on the deficiencies noted and a suggested course of action for correction which will meet DOD standards.

5. Instructions for preparation of the DD 1812, Warehouse Inspection Report. A written report of all inspections must be made on a DD Form 1812 (Figure K-1) and maintained as part of the contractor, carrier, or agent file, as appropriate. The DD Form 1812 will be prepared as indicated below:

GENERAL INFORMATION:

a. The type of inspection will reflect the type of inspection being performed: storage-in-transit (SIT), Basic Ordering Agreement (BOA), or both. The personal property shipping officer will check the PPSO block when independent inspections are performed, whereas the regional storage management office (RSMO) inspectors will check the RSMO block. For joint inspections (PPSO/RSMO), the first block indicating both BOA and SIT will be checked.

b. The actual data on which the inspection is performed will be entered.

c. The name and address of the contractor, carrier, or agent will reflect the present name and address of the company operating the facility for SIT and/or BOA storage.

d. The address of the actual location of the warehouse.

e. The total number of lots in storage and weight. This applies to BOA approved facilities only.

f. The applicable block for the fire system/class will be checked.

g. The current status of the warehouse will be checked: active, inactive or ineligible.

h. The contract reference number is only applicable to RSMO inspection of BOA-approved storage facilities.

i. Section 1: Pre- and Post-Storage Services. All deficiencies and violations listed in this section will be based on inspections by the PPSO or RSMO inspecting official in connection with pre-storage and post-storage services. When violations are observed and recorded in this section for lots which are in nontemporary storage under the BOA, the PPSO will forward a copy of the report to the cognizant RSMO contracting officer within 10 working days of inspection.

j. Sections 2 through 5. These sections separate the inspection areas by categories and subcategories which are to be evaluated during the inspection process. Each subcategory is also listed in the Guide to Severity of Deficiencies with references, when appropriate, to the BOA or Tender of Service and numerical quality control rating. All subcategories listed must be checked and assigned a quality control rating when deficiencies are observed. For subcategories which do not cite a cross-reference to the BOA or Tender of Service, commercial warehousing principles, as established by the American Warehousing Association, National Fire Protection Association, and similar authorities are accepted. The inspecting official may assign a lower or higher point value (not to exceed three (3)) depending on the severity of the deficiency.

k. **Section 6: Deficiencies Observed/Actions Taken.** This section is for the assignment of a quality control rating and is designed for the inspecting official to apply a suitable numerical rating to the facility. Based on the findings noted, the inspecting official may indicate any necessary actions to be taken by the contractor, carrier, or agent.

l. **Remarks Section.** This section is used to provide a narrative description of the deficiencies observed and record other pertinent information relative to the inspection.

m. **Signature Blocks.** The DD Form 1812 will be signed by the inspecting official and a representative of the contractor carrier or agent at the time of inspection and prior to distribution of the form.

6. Upon completion of the inspection process the facility will be rated based on the type and severity of discrepancies observed. Ratings will be awarded as follows:

a. **"A" rating.** This rating is assigned when no deficiencies are observed. No further action is necessary.

b. **"B" rating.** This rating is assigned when the observed deficiencies are minor and are easily correctable. The contractor, carrier, or agent will be requested to perform immediate corrective action.

c. **"C" rating.** This rating is assigned when deficiencies are observed; however, they do not warrant declaring the contractor, carrier or agent ineligible for further business. The contractor will be required to provide a written detailed report of corrective action taken, signed by a responsible company official, within 10 days after the inspection. The facility should be closely monitored by both the RSMO and PPSO for any future signs of deterioration in the quality of service. During the next regular inspection, if the contractor, carrier or agent has falsely reported a corrective action or repeated a violation previously called to their attention, grounds will exist for immediately placing the facility in a state of ineligibility or nonuse for a period deemed appropriate for the violation. The appropriate MTMC area command will be advised of this action.

d. **"D" rating.** This rating is assigned when the observed deficiencies merit a quality control rating score of "D" (17 points and over) or items marked by an asterisk are considered of sufficient importance to warrant declaring the contractor, carrier, or agent ineligible or in nonuse status for further business. The inspecting official will immediately place the contractor, carrier, or agent in a temporary state of ineligibility or disqualify the facility for business pending corrective action. The contractor, carrier, or agent will be required to explain action taken and provide a written report of corrective action prior to the facility being reinspected. The cognizant contracting officer for NTS or PPSO for SIT may reinstate the facility when deficiencies have been corrected, evidence provided, and positive action taken to preclude recurrence.

e. **"E" rating.** A repeat violation of a serious deficiency or evidence of false reporting of corrective actions will merit a quality control rating score of "E" and will be grounds for continuation of the state of ineligibility or disqualification for a period set by the contracting officer

or PPSO as appropriate. When the contracting officer determines an "E" rating is not sufficient, then a "Stop Notice" for future DOD nontemporary storage business may be issued or action taken to terminate the contractor for default. Also this information may be used by a PPSO to disqualify the facility of a carrier or a carrier's agent.

7. Distribution. The DD Form 1812 will be completed in triplicate and distributed, as indicated below, after the inspecting official and contractor, carrier or agent have signed the completed form:

a. The original is placed in the RSMO contract file or PPSO file as appropriate.

b. A copy is furnished to the contractor, carrier, or agent, as appropriate, at the time of inspection.

c. When the inspection is performed by a RSMO contracting officer, a copy is provided to the cognizant PPSO. When the inspection is performed independently by a PPSO and the facility inspected participates in the nontemporary storage program, and deficiencies are observed and recorded, a copy must be provided to the cognizant RSMO. When an PPSO has assumed the inspection responsibilities for facilities used by other PPSOs, a copy of all inspection reports must be provided to each user activity within 10 working days from the date of inspection.

# GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>	<u>References</u>	
		<u>BOA</u>	<u>TOS</u>
1. PRE- AND POST-STORAGE SERVICES			
A. Unauthorized equipment in use	1	C-2a	49
B. Unauthorized cartons and packaging used.	1	C-2b	43
C. Improper packing/sealing marking of cartons.	1	C-4d	44
D. Pickup service not accomplished on time.	1	C-2d	41
E. Improper loading/unloading of van or pallet.	1	C-4	42, 51
F. Disassembled parts not packaged inventoried.	1	C-4a(2)	42c
G. Inventory stickers on finished surface	1	C-4c	54o
H. Improper appliance servicing labeling.	1	C-4d	44K
I. Smoking observed at residence	1	C-2f	
J. Unqualified Personnel	1	C-2f	47
K. Origin premises not left in good order.	1	C-4i	50
L. Destination services improperly performed	1	C-4j	37
M. Deviations to service order	1	C-1c	
N. Delivery service not accomplished on time	1	C-7a	41
2. ADMINISTRATION			
A. Incorrect inventory preparation	1	C-5	45, 54
B. No separate weight ticket and certificate/PB and E/WT.	1	C-4h	20, 52
C. Incorrect warehouse receipt preparation.	1	C-7c	
D. Ineffective locator system	3	C-6d	36c
E. Contract supporting paperwork needed.	1	H-8	52
3. STORAGE METHODS & OPERATION			
A. Consigned lots not stored within 5 days	2	C-7a	
B. Improper storage, stacks/pallets	2	C-6	36
C. Finished surfaces not protected by pads/wrap	2	C-6a(1)	42
D. Lots and separated pieces not elevated 2 inches	2	C-6c(7)	36a
E. Lots stored against exterior walls	1	C-6c(7)	36a
F. Lawnmowers not stored at base level of lot	1	C-2c(6)	36
G. Improper Firearms control	2	C-3m	40h

# GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>	<u>References</u>	
		<u>BOA</u>	<u>TOS</u>
H. Loose stack storage over 10 feet	2	C-6c(7)	36a
I. PBO contents not identified on inventory	1	C-5a	
J. Improper storage of upholstered pieces	2	C-6b(3)	36e
K. Improper storage of rugs/pads	2	C-6b(2)	36d
L. Improper piano/organ storage	1	C-6b(5)	36a
M. Improper storage of mattresses	1	C-3i	36a
N. Segregated items not properly identified	2	C-6d(3)	36c
O. Improper packing of mirrors/glass table tops	1	C-3f	44g
P. Inadequate protection against mold/mildew	2	C-6b(7)	
Q. Aisles being used to process goods in/out	1	C-6c(6)	
R. Previous discrepancies not corrected.	3	Sec. E	29
4. FIRE PREVENTION AND HOUSEKEEPING			
A. Electric/heat/water systems require repair	1	C-6c(8)	
B. Evidence of smoking in warehouse	3	C-6c(4)	
C. Unauthorized items stored	3	C-6c(3)	
D. Improper aisle and/or stacking clearance	1	C-6c(2)	36
E. No current fire system inspections	3	C-7e	
F. No current fire extinguisher inspection	3	C-6c(2), C-7e	
G. No extinguishers on warehouse equipment	2	C-6c(2)	
H. Trash/debris in storage area	2	C-6c(5)	
I. Fire doors inoperable/in need of repair	3	C-7e	
J. No fire plan posted	1	C-7e	
K. Space heaters/extension cords being used	1	C-6c(8)	
L. Gas and oil not drained from motorized items			
M. Hazards noted within 20 feet of warehouse	2	C-6a(3) C-6c(3)	
N. Flammables/combustibles found in warehouse	2	C-6c(3)	
5. WAREHOUSE PRACTICES			
A. Inadequate security	3	C-6e	
B. Inadequate loading/unloading area	1	C-6c(1)	
C. Structural deficiencies (doors/floors/roof/walls/windows)	3	C-6e, C-7e	



# GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>	<u>References</u>	
		<u>BOA</u>	<u>TOS</u>
D. Inadequate protection from sun/ dust/heat/cold/moisture	2	C-6c(1)	
E. Lack of insect/rodent control	2	C-6b(7)	
F. Vehicles parked in storage area	1	C-6c(9)	
G. Commingled storage with undesirable commodities	2	C-6c(3)	
H. Multiple occupancy*		C-6c(3)	
I. Weight stored in excess of authorized limit	2	C-7j	

\* When those items followed by an asterisk are observed, the inspecting official should consider placing the facility in an ineligible or disqualified status immediately. The facility will not be removed from this status until the deficiencies have been corrected and verified by an on-site inspection. When the PPSO, at the request of a RSMO, verifies that the deficiencies have been satisfactorily corrected, the facility may be removed from disqualified or ineligible status.

WAREHOUSE INSPECTION REPORT				<input type="checkbox"/> BOTH BOA AND SIT <input type="checkbox"/> RSMD <input type="checkbox"/> ITO		DATE OF INSPECTION (Yr/Mo/Day)			
NAME AND ADDRESS OF CONTRACTOR/CARRIER		ADDRESS OF WAREHOUSE		FIRE SYSTEM/CLASS					
				SS/1	USS/2	D & R/3	FCR/A	LOTS	WEIGHT
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CONTRACT REFERENCE NUMBER		STATUS: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE <input type="checkbox"/> INELIGIBLE		CURRENT CONTRACT OR TENDER OF SERVICE ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>1. PRE AND POST STORAGE SERVICES</b> <input type="checkbox"/> A Unauthorized equipment in use <input type="checkbox"/> B Unauthorized cartons and packaging used <input type="checkbox"/> C Improper packing/sealing/marking of cartons <input type="checkbox"/> D Pickup service not accomplished on time <input type="checkbox"/> E Improper loading/unloading of van or pallet <input type="checkbox"/> F Disassembled parts not packaged/inventoried <input type="checkbox"/> G Inventory stickers on finished surfaces <input type="checkbox"/> H Improper appliance servicing/labeling <input type="checkbox"/> I Smoking observed at residence <input type="checkbox"/> J Employees on duty not efficient/neat <input type="checkbox"/> K Origin premises not left in good order <input type="checkbox"/> L Destination services improperly performed <input type="checkbox"/> M Deviations to service order <input type="checkbox"/> N Delivery service not accomplished on time  <b>2. ADMINISTRATION</b> <input type="checkbox"/> A Incorrect inventory preparation <input type="checkbox"/> B No separate weight ticket and certificate/PB and E/WT <input type="checkbox"/> C Incorrect warehouse receipt preparation <input type="checkbox"/> D Ineffective locator system* <input type="checkbox"/> E Contract supporting paperwork needed  <b>3. STORAGE METHODS &amp; OPERATION</b> <input type="checkbox"/> A Consigned lots not stored within 5 days* <input type="checkbox"/> B Improper storage, stacks/pallets <input type="checkbox"/> C Finished surfaces not protected by pads/wrap <input type="checkbox"/> D Lots and separated pieces not elevated 2 inches <input type="checkbox"/> E Lots stored against exterior walls <input type="checkbox"/> F Lawnmowers not stored at base level of lot <input type="checkbox"/> G Improper firearms control <input type="checkbox"/> H Loose stack storage over 10 feet* <input type="checkbox"/> I PBO contents not identified on inventory <input type="checkbox"/> J Improper storage of upholstered pieces* <input type="checkbox"/> K Improper storage of rugs/pads*				<b>3. (CONT)</b> <input type="checkbox"/> L Improper piano/organ storage <input type="checkbox"/> M Improper storage of mattresses <input type="checkbox"/> N Segregated items not properly identified <input type="checkbox"/> O Improper packing of mirrors/glass table tops <input type="checkbox"/> P Inadequate protection against mold/mildew <input type="checkbox"/> Q Aisles being used to process goods in/out <input type="checkbox"/> R Previous discrepancies not corrected*  <b>4. FIRE PREVENTION AND HOUSEKEEPING</b> <input type="checkbox"/> A Electric/heat/water systems require repair <input type="checkbox"/> B Evidence of smoking in warehouse* <input type="checkbox"/> C Unauthorized items stored* <input type="checkbox"/> D Improper aisle and/or stacking clearance <input type="checkbox"/> E No fire system inspection* <input type="checkbox"/> F No fire extinguisher inspection <input type="checkbox"/> G No extinguishers on warehouse equipment <input type="checkbox"/> H Trash/debris in storage area <input type="checkbox"/> I Fire doors inoperable/in need of repair <input type="checkbox"/> J No fire plan posted <input type="checkbox"/> K Space heaters/extension cords being used <input type="checkbox"/> L Gas and oil not drained from motorized items <input type="checkbox"/> M Hazards noted within 50 feet of warehouse* <input type="checkbox"/> N Flammables/combustibles found in warehouse*  <b>5. WAREHOUSE PRACTICES</b> <input type="checkbox"/> A Inadequate security* <input type="checkbox"/> B Inadequate loading/unloading area <input type="checkbox"/> C Structural deficiencies (doors/floors/roof/walls/windows) <input type="checkbox"/> D Inadequate protection from sun/dust/heat/cold/moisture <input type="checkbox"/> E Lack of insect/rodent control <input type="checkbox"/> F Vehicles parked in storage area <input type="checkbox"/> G Commingled storage with undesirable commodities <input type="checkbox"/> H Multiple occupancy* <input type="checkbox"/> I Weight stored in excess of authorized limit*					
<b>6. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> A No deficiencies observed.  <input type="checkbox"/> B Corrective action without report is required as soon as possible  <input type="checkbox"/> C Corrective action; confirmed in writing; is required by _____ (DATE).            Send notice of corrective action to _____  <input type="checkbox"/> D You are _____ for further business as of _____  <input type="checkbox"/> E You are continued ineligible for further initial service orders.            NOTE: "See REVERSE SIDE for instructions."         </div> <div style="border: 1px solid black; padding: 2px;">           A: 0    B: 1-8    C: 9-16    D: 17 &amp; OVER         </div> </div>									
DOCUMENT FILES CHECKED				LOT NUMBERS CHECKED					
REMARKS:									
SIGNATURE & TITLE OF CONTRACTOR/CARRIER/REPRESENTATIVE				SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR					

"a" INSTRUCTIONS: This form will be prepared in TRIPLICATE. The original will be retained by the inspection agency (ITO/RSMO); duplicate copy will be furnished to the contractor/carrier's agent; and triplicate copy will be forwarded to the responsible ITO/RSMO for information purposes.

SECTION 1 - 5: When a discrepancy exists, it will be rated by using the numbers of 1, 2, and 3, reflecting the ascending seriousness of the findings, which is prescribed in the "Guide to Severity of Deficiencies." The rating will be indicated in the blank space, preceding the violation. In the "REMARKS" space, a reference to the Tender of Service or the Basic Ordering Agreement may be entered for each violation found. If needed, include all additional remarks on the Reverse Side. Items marked by an asterisk are applicable by the judgment of the inspector to interrupt the contract with or without the quality control rating of total assessed points.

SECTION 6: An assigned rating of A - D for administrative action corresponds to the total number of points given during the inspection. If item C is checked, complete the statement to show the allowed time for corrective action and reply.

REMARKS: (CONT)

APPENDIX L

MULTI-SERVICE PUBLICATIONS  
FOR  
DOD PERSONAL PROPERTY SHIPMENT AND STORAGE PROGRAM

1. REGULATIONS COMMON TO, OR IN USE BY, ALL DOD COMPONENTS

AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO P4510.19A/DSAR 4500.15,  
"Reporting of Transportation Discrepancies in Shipments"

AR 55-60/NAVSO P-2471/AFM 177-135, "Official Table of Distances, CONUS,  
Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto  
Rico"

AR 55-61/NAVSO P-2472/AFM 177-136, "Official Table of Distances-Foreign  
Travel"

AR 55-355/AFR 75-2/NAVSUPINST 4600.70/MCO P4600.14A/DSAR 4500.3, DTMR

AR 735-11-2/AFR 400.54/MCO P4030.29/NAVSUP PUB 378/DSAR 4145.6, "Reporting  
of Item and Packaging and Discrepancies."

AFR 76-11, "US Government Rate Tariff"

ATF 5300.5, Firearm Regulations (Department of the Treasury, Bureau of  
Alcohol, Tobacco, and Firearms)

DoD 4000.25-D, "Part I and II, DOD Activity Address Directory (DoDAAD)"

DoD 4500.32-R, "Military Standard Transportation and Movement Procedures  
(MILSTAMP)"

DoD 4500.34-R, "Personal Property Traffic Management Regulation (PPTMR),"  
also MTMC Letters, Messages

DoD 5030.49-R, "Customs Inspection"

DoD Pamphlet - 13, DA 55-2/NAVSUP 380/AFP 75-45/NAVMC 2668/CG 426

Joint Federal Travel Regulations, Volume I

Joint Travel Regulations, Volume II

MIL-STD-212, "Preparation of HHG and Unaccompanied Baggage for Shipment,  
Storage, Intracity and Intra-Area Movements"

MIL-STD-129, "Marking for Shipment and Storage"

Personal Property Consignment Instruction Guide Worldwide

Revised Interstate Commerce Act

Title 49, Code of Federal Regulation, Transportation

2. SPECIFICATIONS

PPP-B-580, Box, Wood, HHG

PPP-B-601, Box, Cleated, Plywood

PPP-B-636, Box, Fiberboard

PPP-B-640, Box, Fiberboard, Corrugated, Triple Wall

MIL-C-52950, Crate, Wood, Open and Covered

PPP-B-1364, Box, Corrugated, Fiberboard, High Strength, Weather-Resistant Double-Wall

3. COMMERCIAL PUBLICATIONS IN USE GENERALLY

"Air Tariffs"

"Official Motor Carrier Directory"

"Bullinger's Postal and Shipper's Guide"

"Directory of Post Offices, POD 26"

"HHG Carriers' and/or Movers' and Warehousemen's Association Participating Carrier Tariffs"

"Household Goods Carrier Bureau, Mileage Guide"

"Road Atlas"

"Stanley G. Alexander's Appliance Servicing Manual"

"Woodall's Mobile Home Park Directory"

4. REGULATIONS REQUIRED BY THE ARMY

AR 27-20, "Claims"

AR 37-35, "Fiscal Accounting for PCS Moves Chargeable to Appropriation, Military Personnel, Army"

AR 55-28, "Port Call Procedures"

AR 55-47, "Use of U.S.-Owned Foreign Currencies in the Procurement of Transportation and Related Costs"

AR 55-71, "Transportation of Personal Property and Related Services"

AR 55-14, "Transportation Transactions, Army Management Fund"

AR 310-10, "Orders"

DA Circulars, 55 Series

DA Pamphlet 55-2, "It's Your Move"

5. REGULATIONS REQUIRED BY THE NAVY

JAG Instructions P5800.7 (Series), Manual of the JAG, Department of the Navy

NAVSUP Manual, Appendix A to Volume V

NAVSUP PUB 490, "Transportation of Personal Property"

NAVCOMPT Manual, Volumes 2 and 7

BUPERS Instruction 4650.14 (Series), "Transportation from the United States of Overseas Destinations for Navy Military Personnel, Navy Civilian Employees, U.S. Coast Guard Military Personnel, U.S. Coast Guard Civilian Employees, Other Navy-Sponsored Personnel, and Qualified Dependents of the Above Principal Members"

Naval Speedletters

6. REGULATIONS REQUIRED BY THE MARINE CORPS

MCBUL 4610, "Cargo and Personal Property Transportation Accounting Data for Fiscal Year 19 " (When requesting this bulletin, cite the complete title, including the fiscal year.)

MCO 1300.8L, "Overseas Tours of Duty and Overseas Movement of Dependents"

MCO P4600.7C, "Marine Corps Transportation Manual"

NAVMC 2668, "It's Your Move"

MCO 4050.41A, "Do-It-Yourself Method of Moving Personal Property"

7. REGULATIONS REQUIRED BY THE AIR FORCE

AFM 75-305, "Personal Property Movement and Storage System."

AFM 75-13, "AF Activity Address Codes (Name/Organization or Code)"

AFM 112-1, "Air Force Claims Manual"

AFP 75-45, "It's Your Move"

AFR 75-12, "Border Clearance, Customs, and other Entry Requirements and Related Areas"

AFR 75-17, "Operational Policies and Procedures--Nontemporary Storage Household Goods Accounts"

AFR 75-25, "Movements and Storage of Personal Property"

AFR 75-46, "Quality Control of Personal Property."

MAC Manual 76-1

## APPENDIX M

### TRANSIT TIMES FOR DOMESTIC TGBL HOUSEHOLD GOODS SHIPMENTS, INCLUDING ALASKA

CODE 1 (MOTOR VAN)

CODE 2 (CONTAINER)

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, the PPSO must advise the origin agent of the opportunity to accept or refuse the shipment. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

These transit times must be used in conjunction with items listed in Chapter 2, paragraph 2005.a.(1) of the PPTMR to determine appropriate delivery dates which will satisfy the DOD member.

For shipments to and from Alaska, transit times are constructed as follows:

a. Shipments to and from Anchorage, Fairbanks and all other Alaska points (except Adak, Kodiak, Juneau, Ketchikan, Sitka and other cities located in the vicinity of these cities), ADD an additional 10 days for time in port to the applicable days shown above.

b. Shipments to and from Adak, Kodiak, Juneau, Ketchikan, Sitka and other cities located in the vicinity of these cities, ADD an additional 20 days for time in port to the applicable days shown below.

# TRANSIT TIME IN DAYS

## WEIGHT

<u>MILES</u>	1 to 999 lbs	1000 to 1999 lbs	2000 to 3999 lbs	4000 to 7999 lbs	8000 lbs & over
1 - 250	8 days	7 days	6 days	5 days	4 days
251 - 500	10 days	9 days	7 days	6 days	5 days
501 - 750	12 days	11 days	9 days	8 days	7 days
751 - 1000	14 days	12 days	10 days	9 days	8 days
1001 - 1250	15 days	13 days	11 days	10 days	9 days
1251 - 1500	16 days	14 days	12 days	11 days	10 days
1501 - 1750	17 days	15 days	13 days	12 days	11 days
1751 - 2000	18 days	16 days	14 days	13 days	12 days
2001 - 2250	19 days	17 days	15 days	14 days	13 days
2251 - 2500	20 days	18 days	16 days	15 days	14 days
2501 - 2750	21 days	19 days	17 days	16 days	15 days
2751 - 3000	22 days	20 days	18 days	17 days	16 days
3001 - 3250	23 days	21 days	19 days	18 days	17 days
3251 - 3500	24 days	22 days	20 days	19 days	18 days
3501 - 3750	25 days	23 days	21 days	20 days	19 days
3751 - 4000	26 days	24 days	22 days	21 days	20 days
4001 - 4250	27 days	25 days	23 days	22 days	21 days
4251 - 4500	28 days	26 days	24 days	23 days	22 days
4501 - 4750	29 days	27 days	25 days	24 days	23 days
4751 - 5000	30 days	28 days	26 days	25 days	24 days

**NOTE:** For shipments to and from Alaska, transit times are constructed as follows:

a. For shipments to and from Anchorage, Fairbanks, and all other Alaska points (except Adak, Kodiak, Juneau, Ketchikan, Sitka and other cities located in the vicinity of these cities), ADD an additional 10 days for time in port to the applicable days shown above.

b. For shipments to and from Adak, Kodiak, Juneau, Ketchikan, Sitka and other cities located in the vicinity of these cities ADD an additional 20 days for time in port to the applicable days shown above.



## APPENDIX N

### TRANSIT TIMES FOR INTERNATIONAL TGEL AND DPM HOUSEHOLD GOODS SHIPMENTS BETWEEN CONUS AND OVERSEAS

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, the PPSO must advise the origin agent of the opportunity to accept or refuse the shipment. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

These transit times must be used in conjunction with items listed in Chapter 2, paragraph 2005.a.(1) of the PPTMR to determine appropriate delivery dates which will satisfy the DOD member.

DDO INTER/INTRA-THEATER TRANSIT TIMES GUIDE (CODE 4)

DESTINATION

ORIGIN	AUSTRALIA-1	AUSTRALIA-2	AUSTRALIA-3	BELGIUM	CRETE	DENMARK	GERMANY-NORTH	GERMANY-SOUTH	GREECE	GUAM	HAWAII	ITALY	ITALY-SARDINIA	ITALY-SICILY	JAPAN-CENTRAL	JAPAN-NORTH/SOUTH	KOREA	NETHERLANDS	NORWAY	OKINAWA (JAPAN)	PANAMA	PHILIPPINES	PORTUGAL	PUERTO RICO	SCOTLAND	SPAIN	TURKEY	UNITED KINGDOM
AS-1	102	103	106	89	107	92	92	93	104	79	55	102	103	101	56	59	73	90	94	74	86		96	82	95	98	109	94
AS-2	111	112	115	90	108	93	93	105	105	80	56	103	104	102	57	60	74	91	95	75	87		97	83	98	109	94	95
AS-3	108	109	112	93	111	96	96	106	105	78	58	106	107	105	60	63	87	99	98	83	65	101	100	86	102	113	109	98
BE										90	67				74	77	87			65	77	93		61				
CR										86	73				89	92	99			88	66	99		73				
DA										82	70				77	80	90			63	96		59					
GE-M (incl Berlin)	105	106	109							83	71				78	81	91			64	97		59					
GE-S	108	109	112							87	85				86	89	96			74	98		70					
GR	80	81	84							87	85				42	45	44			93	74		68					
GO	60	61	64							43	39				57	57	56			60	72		55					
HI	60	61	64							86	74				81	84	91			49	59		77					
IT	109	110	113							87	75				82	85	95			90	75	100	72					
IT-SAR	108	109	112							85	73				80	83	93			89	74	99						
IT-SIC	63	64	67							45	54				38	41	41			38	76							
JAM-C	66	67	70							54	54				41	41	41			41	79							
JAM-M	66	67	70							54	54				41	41	41			41	79							
JAM-S	61	62	65							60	56				35	38	38			52	75							
KS	105	106	109							82	70				77	80	90			86	66							
ML	106	107	110							83	71				78	81	91			87	76							
MO	73	74	77							62	62				40	43	39			87	66							
OK	92	93	96							69	61				64	67	77			73	82							
PM	98	99	101							83	71				78	81	91			87	67							
PP	76	77	79							57	55				62	65	75			89	67							
PO	101	102	103							71	70				62	65	75			87	67							
PO	63	64	65							83	71				78	81	91			87	67							
RO	90	91	94							67	55				62	65	75			89	67							
SC	108	109	112							85	73				80	83	93			89	69							
SP	109	110	113							86	74				81	84	94			90	73							
TU	113	114	117							92	90				91	94	101			98	77							
UK	107	108	111							84	72				79	82	92			88	68							

# DDO INTER/INTRA-THEATER TRANSIT TIMES GUIDE (CODE T)

## DESTINATION

ORIGIN	AUSTRALIA-1	AUSTRALIA-2	AUSTRALIA-3	AZORES	BELGIUM	CRETE	GERMANY-NORTH	GERMANY-SOUTH	GREECE	GUAM	HAWAII	ITALY	JAPAN-CENTRAL	JAPAN-NORTH	JAPAN-SOUTH	KOREA-REPUBLIC	NETHERLANDS	OKINAWA (JAPAN)	PHILIPPINES	SARDINIA (ITALY)	SICILY (ITALY)	SPAIN	SUBIC BAY (RP)	TURKEY	UNITED KINGDOM
AS-1	53			52			54	55		34	37		39	35	44	35		36	34			54	37	59	53
AS-2				49			51	52		31	34		36	32	41	32		33	31			51	34	56	50
AS-3				48			51	52		31	34		36	32	41	32		33	31			51	34	56	50
AZ					30		51	52		31	34		36	32	41	32		33	31			51	34	56	50
BE				28			28	29		31	34		36	32	41	32		33	31			51	34	56	50
CR				25			28	29		31	34		36	32	41	32		33	31			51	34	56	50
GE-N				27			28	29		31	34		36	32	41	32		33	31			51	34	56	50
GE-S				28			28	29		31	34		36	32	41	32		33	31			51	34	56	50
GR				26			29	30		31	34		36	32	41	32		33	31			51	34	56	50
GO				37			44	45		31	34		36	32	41	32		33	31			51	34	56	50
HI				38			45	46		31	34		36	32	41	32		33	31			51	34	56	50
IT							31	32		31	34		36	32	41	32		33	31			51	34	56	50
JAN-C							33	34		31	34		36	32	41	32		33	31			51	34	56	50
JAN-N							33	34		31	34		36	32	41	32		33	31			51	34	56	50
JAN-S							33	34		31	34		36	32	41	32		33	31			51	34	56	50
KS							33	34		31	34		36	32	41	32		33	31			51	34	56	50
ML							33	34		31	34		36	32	41	32		33	31			51	34	56	50
OK							33	34		31	34		36	32	41	32		33	31			51	34	56	50
RP							33	34		31	34		36	32	41	32		33	31			51	34	56	50
IT-SAR							33	34		31	34		36	32	41	32		33	31			51	34	56	50
IT-SIC							33	34		31	34		36	32	41	32		33	31			51	34	56	50
SP							33	34		31	34		36	32	41	32		33	31			51	34	56	50
RP-SU							33	34		31	34		36	32	41	32		33	31			51	34	56	50
TU							33	34		31	34		36	32	41	32		33	31			51	34	56	50
UK							33	34		31	34		36	32	41	32		33	31			51	34	56	50

DDO INTER/INTRA-THEATER TRANSIT TIMES GUIDE (CODE 5)

DESTINATION

ORIGIN	ALASKA-ZONE 1	ALASKA-ZONE 2	AUSTRALIA-3	AZORES	BERMUDA	CRETE	GERMANY-NORTH	GERMANY-SOUTH	GERMANY-BERLIN	GREECE	GUAM	HAWAII	ITALY	JAPAN-CENTRAL	JAPAN-NORTH	JAPAN-SOUTH	KOREA-REPUBLIC	NETHERLANDS	OKINAWA (JAPAN)	PANAMA	PHILIPPINES	PUERTO RICO	SARDINIA (ITALY)	SCOTLAND	SICILY (ITALY)	SPAIN	SUBIC BAY (RP)	TURKEY	UNITED KINGDOM
AK-1																													
AK-2																													
AK-3																													
AZ						87	70	71	70	88	81	82	78	86	91	87	89	72	90		98		86	94	84	74	98	92	71
BD																													
CR																													
GE-N																													
GE-S																													
GE-																													
BERLIN																													
GR																													
GQ																													
HI																													
IT																													
JAN-C																													
JAN-N																													
JAN-S																													
KS																													
NL																													
OK																													
PN																													
RP																													
RQ																													
IT-SAR																													
SC																													
IT-SIC																													
SP																													
RP-SU																													
TU																													
UK																													

SUR SEC DPM TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	AUSTRALIA- ALC SP-WRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	CRETE	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)	HAWAII	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH
AL	84	83	87	68	71	65	68	70	70	57	69	71	73	74	80
AZ	78	77	79	72	75	69	72	74	62	50	75	77	69	57	63
AR	82	81	85	68	71	65	68	70	68	56	70	72	74	73	79
CA-No	75	74	78	73	76	82	73	75	61	49	88	90	69	56	62
CA-So	75	74	78	73	76	82	73	75	61	49	88	90	69	56	62
CO	77	76	80	73	78	70	73	75	63	51	74	76	68	58	64
CT	86	85	89	64	72	62	64	71	72	60	61	63	76	84	90
DE	85	84	88	65	73	63	65	72	71	59	62	64	77	83	89
DC	84	83	87	65	73	63	65	72	70	58	61	63	76	82	88
FL-No	86	85	89	71	76	68	71	73	72	59	65	67	80	83	89
FL-So	86	85	89	71	76	68	71	73	72	59	65	67	80	83	89
GA	86	85	89	70	76	67	71	73	72	59	64	66	79	83	89
ID	78	77	81	80	83	77	80	82	64	52	80	82	77	59	65
IL	83	82	86	69	77	67	69	76	69	57	70	72	81	81	87
IN	83	82	86	68	76	66	68	75	69	58	65	67	80	81	88
IA	83	82	86	72	78	70	72	79	69	57	73	75	77	74	80
KS	79	78	82	70	73	67	70	72	65	53	73	75	77	70	76
KY	84	83	87	68	76	66	68	75	70	58	69	71	73	75	81
LA	80	79	83	68	71	65	68	70	66	53	70	72	74	70	76
ME	88	87	91	67	75	65	67	74	74	62	64	76	79	86	92
MD	84	83	87	65	73	63	65	72	70	58	62	64	77	82	88
MA	87	86	90	66	74	64	66	73	73	61	63	65	78	85	91
MI	84	83	87	69	77	67	69	76	70	60	66	68	81	84	90
MN	83	82	86	72	80	70	72	79	70	58	63	65	67	65	71
MS	82	81	85	68	71	65	68	70	68	55	60	62	74	72	78
MO	83	82	86	70	73	67	70	72	69	57	60	62	74	74	80
MT	79	78	82	80	83	89	80	82	65	53	79	81	76	63	69
NE	79	78	82	73	76	70	73	75	65	53	73	75	77	70	76
NV	76	75	79	73	76	82	73	75	62	50	75	77	69	57	63
NH	88	87	91	66	74	64	66	73	74	62	63	65	78	86	92
NJ	86	85	89	64	72	62	64	71	72	60	61	63	76	84	90
NM	79	78	80	71	74	68	71	73	63	51	74	76	78	68	74
NY	87	86	90	65	73	63	65	72	73	61	62	64	77	85	91
NC	86	85	89	65	73	63	65	72	72	59	62	64	77	83	89
ND	82	81	85	75	81	73	75	82	68	56	76	78	73	66	72
OH	84	83	87	67	75	65	67	74	70	58	64	66	79	82	88
OK	79	78	82	70	73	67	70	72	65	53	73	75	70	63	69
OR	75	74	78	76	79	85	76	78	61	49	79	81	76	59	65
PA	86	85	89	66	74	64	66	73	72	60	63	65	78	84	90
RI	87	86	90	65	73	63	65	72	73	61	62	64	77	85	91
SC	85	84	88	66	74	64	66	73	71	58	63	65	78	82	88
SD	82	81	85	73	81	73	75	82	68	56	76	78	70	63	69
TN	84	83	87	69	77	67	69	76	70	58	70	72	81	81	87
TX-No	80	79	83	69	72	66	69	71	66	53	73	75	77	70	76
TX-So	80	79	83	69	72	66	69	71	66	53	73	75	77	70	76
UT	77	76	80	72	75	69	72	74	63	51	76	78	70	58	64
VT	88	87	91	66	74	64	66	73	74	62	63	65	78	86	92
VA	86	85	89	64	72	62	64	71	72	60	61	63	76	84	90
WA	76	75	79	76	79	85	76	78	62	49	92	94	76	59	65
WV	86	85	89	67	75	65	67	74	72	60	64	66	79	84	90
WI	84	83	87	71	79	69	71	78	70	58	72	74	83	82	88
WY	79	78	82	76	79	73	76	78	65	53	78	80	72	60	66

**SUR MISC DPM TRANSIT TIMES IN DAYS**  
(HOUSEHOLD GOODS)

STATE	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS	NORWAY	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	SCOTLAND	SPAIN	TURKEY	UNITED KINGDOM
AL	76	72	61	65	79	73	60	73	72	73	66
AZ	65	55	67	66	72	64	66	79	76	77	70
AR	69	71	62	62	77	71	61	74	72	73	66
CA-No	64	64	67	67	70	64	66	80	81	78	71
CA-So	64	64	67	67	69	63	66	80	81	78	71
CO	66	56	66	67	72	66	65	79	77	78	71
CT	83	75	56	64	81	75	58	74	66	72	62
DE	81	74	57	62	80	74	54	72	67	73	63
DC	83	73	57	61	79	73	53	71	67	73	63
FL-No	82	74	61	65	81	75	60	72	75	76	69
FL-So	82	74	61	65	81	75	60	72	75	76	69
GA	82	74	60	65	81	75	59	71	69	75	68
ID	67	57	71	74	73	67	70	85	84	85	78
IL	80	72	61	66	78	72	60	76	71	77	67
IN	80	73	61	64	78	72	59	76	70	76	66
IA	76	72	64	69	78	72	59	80	79	80	70
KS	72	68	65	69	74	68	64	79	74	75	68
KY	77	73	61	65	79	73	59	74	70	76	67
LA	72	68	62	62	75	69	61	74	72	73	66
ME	85	77	59	66	83	77	60	76	69	75	65
MD	81	73	57	62	79	73	56	71	67	73	63
MA	84	76	58	64	82	76	59	74	68	74	64
MI	83	75	61	67	79	73	62	76	71	77	67
MN	72	73	64	69	78	73	64	78	79	80	70
MS	74	70	62	62	77	71	61	73	72	73	66
MO	77	72	62	64	78	72	61	75	74	75	68
MT	68	58	70	74	74	68	64	84	84	85	78
NE	72	68	64	73	74	68	64	79	77	78	71
NV	65	55	67	67	71	65	66	80	77	78	71
NH	85	77	58	65	83	77	59	76	68	74	64
NJ	83	75	56	63	81	75	57	72	66	72	62
NM	66	66	66	65	73	65	65	79	75	76	69
NY	84	76	57	64	82	76	58	73	67	73	63
NC	82	74	58	62	81	75	59	71	67	73	64
ND	71	61	67	73	77	71	64	83	82	83	73
OH	81	73	59	65	79	73	59	74	69	75	65
OK	72	68	65	64	74	68	64	78	74	75	68
OR	64	64	70	70	70	64	70	84	84	81	74
PA	83	75	58	64	81	75	58	74	68	74	64
RI	84	76	57	64	82	76	58	74	67	73	63
SC	81	73	59	63	80	74	59	70	68	74	65
SD	71	61	67	73	77	71	63	83	82	83	73
TN	72	72	62	66	79	73	61	75	71	77	68
TX-No	72	68	65	63	75	69	64	78	73	74	67
TX-So	72	68	65	63	75	69	64	78	73	74	67
UT	66	56	67	66	72	66	67	81	76	77	70
VT	87	77	58	65	83	77	59	76	68	74	64
VA	82	75	57	61	81	75	57	71	66	72	63
WA	64	54	70	70	71	65	70	84	84	81	74
WV	83	75	60	64	81	75	55	74	69	75	66
WI	81	73	63	69	79	73	64	79	73	79	69
WY	68	58	69	70	74	68	68	84	80	81	74

CODE T TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	ARGENTINA	BOLIVIA	BRAZIL	CHILE	COLOMBIA	COSTA RICA	DOMINICAN REPUBLIC	ECUADOR
AL	39	38	38	38	39	39	38	38
AZ	47	46	46	46	47	47	46	46
AR	42	41	41	41	42	42	41	41
CA-No	49	48	48	48	49	49	48	48
CA-So	48	47	47	47	48	48	47	47
CO	47	46	46	46	47	47	46	46
CT	41	40	40	40	41	41	40	40
DE	40	39	39	39	40	40	39	39
DC	40	39	39	39	40	40	39	39
FL-No	40	39	39	39	40	40	39	39
FL-So	41	40	40	40	41	41	40	40
GA	39	38	38	38	39	39	38	38
ID	49	48	48	48	49	49	48	48
IL	43	42	42	42	43	43	42	42
IN	42	41	41	41	42	42	41	41
IA	44	43	43	43	44	44	43	43
KS	45	44	44	44	45	45	44	44
KY	41	40	40	40	41	41	40	40
LA	42	41	41	41	42	42	41	41
ME	43	42	42	42	43	43	42	42
MD	40	39	39	39	40	40	39	39
MA	42	41	41	41	42	42	41	41
MI	45	44	44	44	45	45	44	44
MN	47	46	46	46	47	47	46	46
MS	41	40	40	40	41	41	40	40
MO	43	42	42	42	43	43	42	42
MT	48	47	47	47	48	48	47	47
NE	45	44	44	44	45	45	44	44
NV	49	48	48	48	49	49	48	48
NH	43	42	42	42	43	43	42	42
NJ	41	40	40	40	41	41	40	40
NM	47	46	46	46	47	47	46	46
WY	43	42	42	42	43	43	42	42
NC	39	38	38	38	39	39	38	38
ND	47	46	46	46	47	47	46	46
OH	42	41	41	41	42	42	41	41
OK	45	44	44	44	45	45	44	44
OR	49	47	48	48	49	49	48	48
PA	42	41	41	41	42	42	41	41
RZ	41	40	40	40	41	41	40	40
SC	39	38	38	38	39	39	38	38
SD	46	45	45	45	46	46	45	45
TN	41	40	40	40	41	41	40	40
TX-No	45	44	44	44	45	45	44	44
TX-So	45	44	44	44	45	45	44	44
UT	48	47	47	47	48	48	47	47
VT	40	39	39	39	40	40	39	39
VA	40	39	39	39	40	40	39	39
WA	49	48	48	48	49	49	48	48
WV	41	40	40	40	41	41	40	40
WI	46	45	45	45	46	46	45	45
WY	47	46	46	46	47	47	46	46

CODE 1 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	EL SALVADOR	GUATEMALA	HONDURAS	NICARAGUA	PARAGUAY	PERU	URUGUAY	VENEZUELA
AL	39	38	38	38	38	38	38	38
AZ	47	46	46	46	46	46	46	46
AR	42	41	41	41	41	41	41	41
CA-No	49	48	48	48	48	48	48	48
CA-So	48	47	47	47	47	47	47	47
CO	47	46	46	46	46	46	46	46
CT	41	40	40	40	40	40	40	40
DE	40	39	39	39	39	39	39	39
DC	40	39	39	39	39	39	39	39
FL-No	40	39	39	39	39	39	39	39
FL-So	41	40	40	40	40	40	40	40
GA	39	38	38	38	38	38	38	38
ID	49	48	48	48	48	48	48	48
IL	43	42	42	42	42	42	42	42
IN	42	41	41	41	41	41	41	41
IA	44	43	43	43	43	43	43	43
KS	43	44	44	44	44	44	44	44
KY	41	40	40	40	40	40	40	40
LA	42	41	41	41	41	41	41	41
ME	43	42	42	42	42	42	42	42
MD	40	39	39	39	39	39	39	39
MA	42	41	41	41	41	41	41	41
MI	43	44	44	44	44	44	44	44
MN	47	46	46	46	46	46	46	46
MS	41	40	40	40	40	40	40	40
MO	43	42	42	42	42	42	42	42
MT	48	47	47	47	47	47	47	47
NE	45	44	44	44	44	44	44	44
NV	49	48	48	48	48	48	48	48
NH	43	42	42	42	42	42	42	42
NJ	41	40	40	40	40	40	40	40
NM	47	46	46	46	46	46	46	46
NY	43	42	42	42	42	42	42	42
NC	39	38	38	38	38	38	38	38
ND	47	46	46	46	46	46	46	46
OH	42	41	41	41	41	41	41	41
OK	43	44	44	44	44	44	44	44
OR	49	48	48	48	48	48	48	48
PA	42	41	41	41	41	41	41	41
RI	41	40	40	40	40	40	40	40
SC	39	38	38	38	38	38	38	38
SD	46	45	45	45	45	45	45	45
TN	41	40	40	40	40	40	40	40
TX-No	43	44	44	44	44	44	44	44
TX-So	45	44	44	44	44	44	44	44
UT	48	47	47	47	47	47	47	47
VT	40	39	39	39	39	39	39	39
VA	40	39	39	39	39	39	39	39
WA	49	48	48	48	48	48	48	48
WV	41	40	40	40	40	40	40	40
WY	46	45	45	45	45	45	45	45
WY	47	46	46	46	46	46	46	46



CODE T/TP-2 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	AUSTRALIA- ALC SP-WMRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	BERMUDA	CRETE	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)	HAWAII
AL	33	36	33	30	25	28	28	29	30	33	35
AZ	27	30	27	36	31	34	34	35	36	27	29
AR	31	34	31	31	26	29	29	30	31	31	33
CA-No	24	27	24	36	32	34	34	35	36	24	26
CA-So	24	27	24	36	32	34	34	35	36	24	26
CO	26	29	26	35	31	33	33	34	35	26	28
CT	35	38	35	28	26	26	26	27	28	35	37
DE	34	37	34	24	24	22	22	23	24	34	36
DC	33	36	33	23	23	21	21	22	23	33	35
FL-No	35	38	35	30	24	28	28	29	30	35	37
FL-So	35	38	35	30	24	28	28	29	30	35	37
GA	35	38	35	29	23	27	27	28	29	35	37
ID	27	30	27	40	37	38	38	39	40	27	29
IL	32	35	32	30	28	28	28	29	30	32	34
IN	32	35	32	29	28	27	27	28	29	32	34
IA	32	35	32	29	32	27	27	28	29	32	34
KS	28	31	28	34	31	32	32	33	34	28	30
KY	33	36	33	29	26	27	27	28	29	33	35
LA	29	32	29	31	26	29	29	30	31	29	31
ME	37	40	37	30	28	28	28	29	30	37	39
MD	33	36	33	26	23	24	24	25	26	33	35
MA	36	39	36	29	26	27	27	28	29	36	38
MI	33	36	33	32	28	30	30	31	32	33	35
MN	32	35	32	34	30	32	32	33	34	32	34
MS	31	34	31	31	25	29	29	30	31	31	33
MO	32	35	32	31	27	29	29	30	31	32	34
MT	28	31	28	34	36	32	32	33	34	28	30
NE	28	31	28	34	31	32	32	32	34	28	30
NV	25	28	25	36	32	34	34	35	36	25	27
NB	37	40	37	29	28	27	27	28	29	37	39
NJ	35	38	35	27	24	25	25	26	27	35	37
NH	28	31	28	35	31	33	33	34	35	28	30
NY	36	39	36	28	25	26	26	27	28	36	38
NC	35	38	35	29	23	27	27	28	29	35	37
ND	31	34	31	34	35	32	32	33	34	31	33
OH	33	36	33	29	26	27	27	28	29	33	35
OK	28	31	28	34	30	32	32	33	34	28	30
OR	24	27	24	40	36	38	38	39	40	24	26
PA	35	38	35	28	26	26	26	27	28	35	37
RI	36	39	36	28	26	26	26	27	28	36	38
SC	34	37	34	29	22	27	27	28	29	34	36
SD	31	34	31	33	35	31	31	32	33	31	33
TN	33	36	33	31	27	29	29	30	31	33	35
TX-No	29	32	29	34	30	32	32	33	34	29	31
TX-So	29	32	29	34	30	32	32	33	34	29	31
UT	26	29	26	37	33	35	35	36	37	26	28
VT	37	40	37	29	28	27	27	28	29	37	39
VA	35	38	35	27	23	25	25	26	27	35	37
WA	25	28	25	40	36	38	38	39	40	25	27
WY	35	38	35	25	26	23	23	24	25	35	37
WI	33	36	33	34	31	32	32	33	34	33	35
WY	28	31	28	38	36	36	36	37	38	28	30

CODE T/TP-2 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS	NORWAY	PANAMA
AL	27	32	29	32	31	36	35	34	29	26	25
AZ	33	38	33	38	24	29	28	27	35	32	31
AR	28	33	31	33	28	33	32	31	30	27	26
CA-No	33	38	35	38	23	28	27	26	35	32	32
CA-So	33	38	35	38	23	28	27	26	35	32	32
CO	32	37	36	37	25	30	29	28	34	31	31
CT	26	30	27	31	32	37	36	35	27	24	26
DE	24	25	26	29	33	38	37	36	23	20	24
DC	23	25	27	28	32	37	36	35	22	19	23
FL-No	27	32	32	32	33	38	37	36	29	26	24
FL-So	27	32	32	32	33	38	37	36	29	26	24
GA	26	31	30	31	33	38	37	36	28	25	23
ID	38	42	33	43	28	33	32	31	39	36	37
IL	28	32	31	33	32	37	36	35	29	26	28
IN	27	31	33	32	32	37	36	35	28	25	28
IA	31	31	35	36	32	37	36	35	28	25	32
KS	31	36	35	36	27	32	31	30	33	30	31
KY	27	32	30	32	31	36	35	34	28	25	26
LA	28	33	33	33	27	32	31	30	30	27	26
ME	28	34	31	33	38	43	42	41	29	26	28
MD	24	28	25	29	32	37	36	35	25	22	23
MA	26	31	30	31	35	40	39	38	28	25	26
MI	29	34	32	34	33	38	37	36	31	28	28
MN	31	36	31	36	32	37	36	35	33	30	30
MS	28	33	30	33	29	34	33	32	30	27	25
MO	28	33	31	33	31	36	35	34	30	27	27
MT	37	36	34	42	28	35	32	31	33	30	36
NE	31	36	35	36	27	32	31	30	33	30	31
NV	33	38	35	38	24	29	28	27	35	32	32
NH	27	31	28	32	38	43	42	41	28	25	28
NJ	25	29	26	30	34	39	38	37	26	23	24
NM	32	37	34	37	25	30	29	28	34	31	31
NY	26	31	27	31	35	40	39	38	27	24	25
NC	24	31	28	29	33	38	37	36	28	25	23
ND	35	35	34	40	30	35	34	33	33	30	35
OH	27	32	30	32	33	38	37	36	28	25	26
OK	31	36	34	36	27	32	31	30	33	30	30
OR	37	42	36	42	24	29	28	27	39	36	36
PA	26	31	30	31	34	39	38	37	27	24	26
RI	26	30	27	31	35	40	39	38	27	24	26
SC	25	31	32	30	32	37	36	35	28	25	22
SD	35	35	34	40	30	35	34	33	32	29	35
TN	28	33	32	33	31	36	35	34	30	27	27
TX-No	31	36	34	36	27	33	31	30	33	30	30
TX-So	31	36	34	36	27	33	31	30	33	30	30
UT	34	39	35	39	25	30	29	28	36	33	33
VT	27	31	34	32	38	43	42	41	28	25	28
VA	23	29	27	28	33	38	37	36	26	23	23
WA	37	42	34	42	25	26	29	28	39	36	36
WV	26	30	27	31	34	39	38	37	24	21	26
WI	31	36	30	36	33	38	37	36	33	30	31
WY	36	40	32	41	28	33	32	31	37	34	36

CODE T/TP-2 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PORTUGAL- AZORES	PUERTO RICO VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	33	36	27	24	25	26	28	34	26
AZ	27	30	33	30	31	32	34	40	32
AR	31	34	28	25	26	27	29	35	27
CA-No	24	27	33	31	32	33	34	40	33
CA-So	24	27	33	31	32	33	34	40	33
CO	26	29	32	29	31	32	33	39	32
CT	35	38	25	20	26	27	26	32	27
DE	34	37	21	20	24	25	22	28	25
DC	33	36	20	19	23	24	21	27	24
FL-No	35	38	27	24	24	25	28	34	25
FL-So	35	38	27	25	24	25	28	34	25
GA	35	38	26	23	23	24	27	33	24
ID	27	30	37	31	37	38	38	44	38
IL	32	35	27	24	28	29	28	34	29
IN	32	35	26	23	28	29	27	33	29
IA	32	35	26	27	32	33	27	33	33
KS	28	31	31	27	31	32	32	38	32
KY	31	36	26	23	26	27	27	33	27
LA	29	32	28	25	26	27	29	35	27
ME	37	40	27	22	28	29	28	34	29
MD	33	36	23	19	23	24	24	30	24
MA	36	39	26	22	26	27	27	33	27
MI	33	36	29	21	28	29	30	36	29
MN	32	35	31	27	30	31	32	38	31
MS	31	34	28	25	25	26	29	35	26
MO	32	35	28	25	27	28	29	35	28
MT	28	31	31	27	36	37	32	38	27
NE	28	31	31	27	31	32	32	38	26
NV	25	28	33	30	32	33	34	40	33
NH	37	40	26	22	28	29	27	33	29
NJ	35	38	24	20	24	25	25	31	25
NM	28	31	32	29	31	32	33	39	32
NY	36	39	25	21	25	26	26	32	26
NC	35	38	26	22	23	24	27	33	24
ND	31	34	31	30	35	36	32	38	36
OH	33	36	26	23	26	27	27	33	27
OK	28	31	31	27	30	31	32	38	31
OR	24	27	37	31	36	37	38	44	37
PA	35	38	25	22	26	27	26	32	27
RI	36	39	25	21	26	27	26	32	27
SC	34	37	26	22	22	33	27	33	33
SD	31	34	30	30	35	36	31	37	36
TN	33	36	28	24	27	28	29	35	28
TX-No	29	32	31	28	30	31	32	38	31
TX-So	29	32	31	28	30	31	32	38	31
UT	26	29	34	30	33	34	35	41	34
VT	37	40	26	21	28	29	27	33	29
VA	35	38	24	22	23	24	25	31	24
WA	25	28	37	31	36	37	38	44	37
WV	35	38	22	22	26	27	23	29	27
WI	33	36	31	26	31	32	32	38	32
WY	28	31	35	28	36	27	36	42	37

CODE 7/TP-4 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	AUSTRALIA- ALC SP-WMRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	BERMUDA	CRETE	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)
AL	78	77	81	49	41	64	47	48	61	57
AZ	73	74	78	52	47	69	51	52	66	52
AR	78	77	81	47	43	64	47	48	61	57
CA-No	75	74	78	55	48	72	59	60	69	50
CA-So	74	73	77	56	48	71	58	59	68	51
CO	79	78	82	51	47	68	50	51	65	53
CT	78	77	81	45	41	63	44	45	60	56
DE	78	77	81	45	38	63	44	45	60	56
DC	78	77	81	45	38	63	44	45	60	56
FL-No	79	78	82	44	39	59	43	44	56	58
FL-So	80	79	83	45	41	60	44	45	57	59
GA	78	77	81	44	40	61	44	45	58	58
ID	77	76	80	58	48	73	55	56	70	53
IL	81	80	84	48	42	66	47	48	63	59
IN	80	79	83	47	41	65	46	47	62	58
IA	84	83	87	54	44	67	53	54	64	63
KS	81	80	84	51	45	68	50	51	65	59
KY	80	78	83	47	40	65	46	47	62	58
LA	77	76	80	48	42	63	46	47	60	56
ME	81	80	84	48	41	66	47	48	63	59
MD	78	77	81	45	38	63	44	45	60	56
MA	78	77	81	45	39	63	44	45	60	56
MI	84	83	87	51	41	69	50	51	66	62
MN	85	84	88	51	45	69	50	51	66	61
MS	78	77	81	49	42	64	47	48	61	57
MO	80	79	83	49	43	66	49	50	63	59
MT	80	79	83	56	48	73	55	56	70	59
NE	83	82	86	53	45	70	52	53	67	57
NV	75	74	78	56	48	71	59	60	68	51
NH	81	80	84	48	41	66	47	48	63	59
NJ	78	77	81	45	41	63	44	45	60	56
NM	78	81	81	51	46	68	50	51	65	53
NY	80	79	83	47	40	65	46	47	62	58
NC	77	76	80	47	39	61	45	46	58	59
ND	82	81	85	56	46	73	55	56	70	58
OH	79	78	82	46	40	64	45	46	61	57
OK	81	80	84	50	45	67	49	50	64	58
OR	83	82	86	59	49	74	54	55	71	52
PA	79	78	82	46	39	64	45	46	61	57
RI	78	77	81	45	41	63	44	45	60	56
SC	77	76	80	44	39	60	43	44	57	58
SD	82	81	85	56	46	73	55	56	70	57
TN	79	78	82	46	41	62	45	46	59	59
TX-No	81	80	84	50	46	67	49	50	64	58
TX-So	79	78	82	48	45	65	47	48	62	56
UT	76	75	79	53	47	70	52	53	67	53
VT	81	80	84	48	41	66	47	48	63	59
VA	79	78	82	46	38	64	45	46	61	57
WA	82	81	85	56	48	73	55	56	70	51
WV	78	77	81	45	38	63	44	45	60	56
WI	82	81	85	49	43	67	48	49	64	60
WY	80	79	83	56	47	73	55	56	70	54

CODE T/TP-4 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	HAWAII	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS
AL	59	52	61	62	60	60	63	61	62	49
AZ	35	58	66	67	65	46	49	55	59	53
AR	42	54	61	62	60	60	63	61	62	49
CA-No	35	59	65	65	64	46	49	55	59	59
CA-So	34	59	64	66	63	45	48	54	58	58
CO	37	58	65	66	64	50	53	59	63	52
CT	50	52	58	59	57	55	58	62	65	46
DE	50	49	58	59	57	55	58	62	65	46
DC	50	49	58	59	57	55	58	62	65	46
FL-No	58	51	57	58	56	61	64	62	63	50
FL-So	59	52	58	59	57	62	65	63	67	48
GA	51	51	57	58	56	61	64	60	65	45
ID	37	59	70	71	69	47	50	62	58	59
IL	53	53	61	62	60	58	61	65	68	49
IN	52	52	60	61	59	57	60	64	67	48
IA	41	55	68	69	67	59	62	66	67	55
KS	41	56	65	66	64	56	59	66	67	52
KY	52	51	60	61	59	63	66	64	67	52
LA	42	53	60	64	59	59	62	60	61	48
ME	53	52	61	62	60	58	61	65	68	49
MD	50	49	58	59	57	55	58	62	65	46
MA	50	50	58	59	57	55	58	62	65	46
MI	56	52	64	65	63	61	64	68	71	52
MN	42	56	70	71	69	53	56	63	72	52
MS	43	53	61	62	60	60	63	61	62	49
MO	42	54	63	64	62	62	65	63	64	51
MT	44	59	70	71	69	53	56	68	64	57
NE	41	56	67	68	66	58	61	68	69	54
NV	35	59	68	69	67	46	49	55	59	55
NH	53	52	62	62	60	58	61	65	68	49
NJ	50	52	58	59	57	55	58	62	65	46
NM	38	57	65	66	64	56	59	58	67	52
NY	52	51	60	61	59	57	60	64	67	48
NC	50	50	58	59	57	54	57	62	66	47
ND	42	57	70	71	69	52	55	67	66	57
OH	51	51	59	60	58	56	59	63	66	47
OK	41	56	64	65	63	53	58	65	66	51
OR	37	60	71	72	70	46	49	61	57	58
PA	51	50	59	60	58	56	59	63	66	47
RI	50	52	58	59	57	55	58	62	65	46
SC	54	50	57	58	56	60	63	60	65	44
SD	41	57	70	71	69	53	56	62	66	57
TN	59	52	58	59	57	62	65	61	66	46
TX-No	45	57	64	65	63	55	58	65	66	51
TX-So	41	56	62	63	61	53	56	63	64	49
UT	37	58	67	68	66	47	50	56	60	54
VT	53	52	61	62	60	58	61	65	68	49
VA	51	49	59	60	58	56	59	63	66	47
WA	36	59	68	69	67	45	48	60	56	57
WV	50	49	58	59	57	55	58	62	65	46
WI	42	54	62	63	61	59	62	66	69	50
WY	58	58	70	71	69	51	54	60	64	57

CODE T/TP-4 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND	SPAIN	TURKEY	UNITED KINGDOM
AL	53	44	69	65	61	36	60	59	75	59
AZ	57	47	65	61	64	39	63	64	81	62
AR	53	44	69	65	61	38	60	59	81	59
CA-No	63	50	65	61	63	42	70	65	81	69
CA-So	62	49	64	60	62	41	69	64	81	68
CO	56	46	69	65	63	38	62	61	80	61
CT	50	41	67	57	52	34	56	54	71	55
DE	50	41	67	63	52	34	56	54	69	55
DC	50	41	67	63	52	34	56	54	68	55
FL-No	54	45	69	65	62	37	55	60	75	56
FL-So	52	44	70	66	54	33	56	56	75	55
GA	49	43	70	66	53	32	54	55	74	53
ID	63	51	62	58	68	43	67	68	83	66
IL	53	44	70	66	55	37	59	57	76	58
IN	52	43	69	65	54	36	58	56	75	57
IA	59	50	75	71	66	38	66	66	74	65
KS	56	46	71	67	63	38	62	63	79	61
KY	56	43	69	65	54	33	58	56	75	57
LA	57	43	68	64	60	35	59	58	76	58
ME	53	44	70	60	55	37	59	57	74	58
MD	47	41	67	63	52	34	56	54	72	55
MA	50	41	67	57	52	34	56	54	73	55
MI	56	47	73	69	58	40	62	60	76	61
MN	56	47	76	72	68	40	62	68	79	61
MS	53	44	69	65	61	36	60	59	76	59
MO	55	46	71	67	63	38	62	61	76	61
MT	61	51	68	64	68	43	77	68	79	76
NE	58	48	73	69	65	40	64	65	79	63
NV	63	49	65	61	66	41	70	66	81	69
NH	53	44	70	60	55	37	59	57	73	58
NJ	50	41	67	57	52	34	56	54	71	55
NM	56	46	71	69	63	33	62	63	80	61
NY	52	43	69	59	54	36	58	54	72	57
NC	51	43	69	65	53	33	58	58	72	57
ND	61	51	72	68	68	43	67	68	79	66
OH	51	42	68	64	53	35	57	55	74	56
OK	55	45	70	66	62	37	61	62	79	60
OR	62	52	61	57	69	44	70	70	85	69
PA	51	42	68	64	53	35	57	55	73	56
RI	50	41	67	57	52	34	56	54	72	55
SC	48	43	68	64	52	32	53	54	73	52
SD	61	51	72	68	68	43	67	68	78	66
TN	50	48	71	67	54	33	55	56	76	54
TX-No	55	45	70	66	62	37	61	62	79	60
TX-So	53	43	68	64	60	35	59	60	79	58
UT	64	48	66	62	65	40	64	65	82	63
VT	53	44	70	60	55	37	59	57	73	58
VA	51	42	68	64	53	35	57	55	71	56
WA	61	51	60	56	68	43	69	66	85	68
WV	50	41	67	63	52	34	56	54	70	55
WI	54	45	71	67	56	38	60	58	78	59
WY	61	51	70	66	68	43	67	68	83	66

CODE 5 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

	BELGIUM	BERMUDA	GERMANY-NORTH incl. BERLIN	GERMANY- SOUTH	GREECE	GUAM ISLAND- (US)	HAWAII	ICELAND	ITALY
STATE									
AL	59	45	62	62	78	63	55	58	67
AZ	70	51	67	67	84	55	46	64	73
AR	59	47	62	62	80	63	55	60	69
CA-No	68	52	66	66	85	52	44	63	74
CA-So	68	52	66	66	85	54	45	63	74
CO	71	51	69	69	84	55	47	64	73
CT	57	45	59	59	74	65	56	59	61
DE	57	42	59	59	74	65	56	59	61
DC	57	42	59	59	74	65	56	59	61
FL-No	60	44	63	63	77	64	56	57	66
FL-So	61	45	64	64	78	65	57	58	67
GA	60	44	63	63	77	64	56	57	66
ID	67	52	69	69	84	58	48	68	71
IL	60	46	62	62	77	68	59	62	64
IN	60	45	62	62	77	68	59	62	64
IA	64	48	65	65	80	66	56	65	67
KS	62	49	65	65	82	66	58	62	71
KY	60	44	63	63	77	66	56	57	66
LA	58	46	61	61	79	62	54	59	68
ME	60	45	62	62	77	64	59	62	64
MD	57	42	59	59	74	65	56	59	61
MA	57	43	59	59	74	65	56	59	61
MI	61	45	63	63	78	69	60	63	65
MN	63	49	65	65	80	66	56	65	67
MS	59	46	62	62	79	63	55	59	68
MO	61	47	64	64	80	65	57	60	69
MT	67	52	69	69	84	64	54	69	71
NE	64	49	67	67	80	60	53	65	67
NV	65	52	67	67	85	55	46	65	74
NH	60	45	62	62	77	68	59	62	64
NJ	57	45	59	59	74	65	56	59	61
NM	72	50	70	70	83	58	49	63	72
NY	58	44	60	60	75	66	57	60	62
NC	59	43	62	62	76	65	55	56	65
ND	60	50	67	67	82	63	53	67	69
OH	59	44	61	61	76	67	58	61	63
OK	62	49	65	65	82	66	58	62	71
OR	72	53	70	70	84	57	47	69	71
PA	58	43	60	60	75	66	57	60	62
RI	57	45	59	59	74	65	56	59	61
SC	59	43	62	62	76	66	55	56	65
SD	65	50	67	67	82	63	53	67	69
TN	61	45	64	64	78	67	57	58	67
TX-No	62	49	65	65	82	66	58	63	71
TX-So	60	50	63	63	83	64	56	62	72
UT	71	51	69	69	84	55	47	69	71
VT	58	45	60	60	75	66	57	60	62
VA	58	42	61	61	75	64	54	55	64
WA	66	52	68	68	84	56	46	68	71
WV	58	42	61	61	75	67	58	55	64
WI	63	47	65	65	80	71	62	65	67
WY	68	51	70	70	83	56	47	68	70

CODE 5 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH	JAPAN- OKINAWA	JAPAN- SOUTH	KOREA- REPUBLIC	NETHERLANDS	NEWFOUNDLAND
AL	72	72	65	65	73	65	67	59	41
AZ	78	78	55	55	63	55	59	64	47
AR	74	74	65	65	73	65	67	59	43
CA-No	79	79	53	53	60	53	57	63	48
CA-So	79	79	54	54	62	54	58	63	48
CO	78	78	56	56	63	56	60	66	47
CT	67	67	63	63	71	63	65	54	41
DE	67	67	63	63	71	63	65	54	38
DC	67	67	63	63	71	63	65	54	38
FL-No	71	71	66	66	74	66	68	60	40
FL-So	72	72	67	67	75	67	69	61	41
GA	71	71	66	66	74	66	68	57	40
ID	77	77	55	55	65	55	59	66	48
IL	70	70	66	66	74	66	68	57	42
IN	72	72	66	66	74	66	68	57	41
IA	73	73	63	63	73	63	67	60	44
KS	76	76	68	68	76	68	70	62	45
KY	71	71	67	67	75	67	74	57	40
LA	73	73	64	64	72	64	66	58	42
ME	70	70	66	66	74	66	68	57	41
MD	67	67	63	63	71	63	65	54	38
MA	67	67	63	63	71	63	65	54	39
MI	71	71	67	67	77	67	69	58	41
MN	73	73	63	63	73	63	67	60	45
MS	73	73	65	65	73	65	67	59	42
MO	74	74	67	67	75	67	69	61	43
MT	77	77	61	61	71	61	65	66	48
NE	73	73	57	57	67	57	61	64	55
NV	79	79	55	55	63	55	59	64	48
NH	70	70	66	66	74	66	68	57	41
NJ	67	67	63	63	71	63	65	54	41
NM	77	77	58	58	66	58	62	67	46
NY	68	68	64	64	72	64	66	55	40
NC	70	70	66	66	74	66	73	56	39
ND	75	75	60	60	70	60	64	62	46
OH	69	69	65	65	73	65	67	56	40
OK	76	76	68	68	76	68	70	62	45
OR	77	77	54	54	64	54	58	67	49
PA	68	68	54	54	72	54	66	55	39
RI	67	67	63	63	71	63	65	54	41
SC	70	70	66	66	75	66	74	56	39
SD	75	75	60	60	70	60	64	62	46
TN	72	72	68	68	76	68	75	58	41
TX-No	76	76	68	68	76	68	70	62	46
TX-So	77	77	66	66	74	66	68	60	55
UT	77	77	56	56	63	56	60	66	47
VT	68	68	64	64	72	64	66	55	41
VA	69	69	65	65	73	65	72	55	38
WA	77	77	53	53	63	53	57	65	48
WV	69	69	65	65	73	65	67	55	38
WI	73	73	69	69	77	69	71	60	43
WY	76	76	57	57	64	57	61	67	47



CODE 5 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	PANAMA	PHILIPPINES - CLARK AB	PHILIPPINES - SUBIC BAY	PORTUGAL	PUERTO RICO	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	51	81	81	63	43	64	72	79	61
AZ	60	71	71	69	50	70	77	85	66
AR	51	81	81	66	43	67	72	82	61
CA-No	58	68	68	69	48	70	78	85	65
CA-So	59	70	70	69	49	70	79	85	65
CO	56	71	71	68	48	69	77	84	68
CT	49	79	79	59	43	60	66	75	58
DE	46	79	79	59	43	60	66	75	58
DC	46	79	79	59	43	60	66	77	58
FL-No	52	82	82	63	44	64	73	79	62
FL-So	52	83	83	63	45	66	74	81	63
GA	52	82	82	62	43	63	73	78	62
ID	61	73	73	69	51	70	81	85	68
IL	54	82	82	62	46	63	69	78	61
IN	49	82	82	62	48	63	69	78	61
IA	57	81	81	65	49	66	72	81	64
KS	54	84	84	67	46	68	75	83	64
KY	54	83	83	62	46	63	70	78	64
LA	50	80	80	66	42	67	71	82	60
ME	49	82	82	62	46	63	69	78	61
MD	46	79	79	59	43	60	66	75	58
MA	47	79	79	59	43	60	66	75	58
MI	49	83	83	63	47	64	70	79	62
MN	56	81	81	65	50	66	72	81	64
MS	51	81	81	64	43	65	72	80	61
MO	53	83	83	65	45	66	74	81	63
MT	61	79	79	69	51	70	74	85	68
NE	56	75	75	65	48	66	77	81	66
NV	59	71	71	69	49	70	79	85	66
NH	49	82	82	62	46	63	69	78	61
NJ	49	79	79	59	43	60	66	75	58
NM	55	74	74	67	47	68	76	83	69
NY	48	80	80	60	44	61	67	76	59
NC	47	82	82	61	43	62	69	77	63
ND	58	78	78	67	50	68	74	83	66
OK	48	81	81	61	45	62	68	77	60
OK	48	84	84	66	46	67	75	82	64
OR	62	72	72	69	52	70	81	85	69
PA	47	80	80	60	44	61	67	76	59
RI	49	79	79	59	43	60	66	75	58
SC	47	83	83	61	43	62	69	77	65
SD	57	78	78	67	49	68	74	83	66
TN	55	84	84	63	47	64	71	79	65
TX-No	54	84	84	63	46	68	75	79	64
TX-So	52	82	82	63	44	68	73	79	62
UT	61	71	71	69	51	70	78	85	68
VT	49	80	80	60	44	61	67	76	59
VA	46	81	81	61	44	62	68	77	62
WA	60	71	71	69	50	70	81	85	67
WV	46	81	81	61	45	62	68	77	62
WI	51	85	85	65	49	66	72	81	64
WY	58	72	72	68	50	69	79	84	69

**CODE 4 TRANSIT TIMES IN DAYS**  
(HOUSEHOLD GOODS)

STATE	AUSTRALIA- ALC SP-WRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	BERMUDA	CRETE	DENMARK	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)
AL	78	77	81	49	41	77	59	47	48	72	57
AZ	75	74	78	52	47	82	60	51	52	77	52
AR	78	77	81	47	43	77	58	47	48	72	57
CA-No	75	74	78	55	48	85	66	59	60	80	50
CA-So	74	73	77	56	48	84	64	58	59	79	51
CO	79	78	82	51	47	81	60	50	51	76	53
CT	78	77	81	45	41	76	55	44	45	71	56
DE	78	77	81	45	38	76	55	44	45	71	56
DC	78	77	81	45	38	76	55	44	45	71	56
FL-No	79	78	82	44	39	72	57	43	44	67	58
FL-So	80	79	83	45	41	73	58	44	45	68	59
GA	88	77	81	44	40	74	57	44	45	69	58
ID	77	76	80	58	48	86	64	55	56	81	53
IL	81	80	84	48	42	79	59	47	48	74	59
IN	80	79	83	47	41	78	57	46	47	73	58
IA	84	83	87	54	44	80	60	53	54	75	63
KS	81	80	84	51	45	81	61	50	51	76	59
KY	80	79	83	47	40	78	56	46	47	73	58
LA	77	76	80	48	42	76	57	46	47	71	56
ME	81	80	84	48	41	79	57	47	48	74	59
MD	78	77	81	45	38	76	55	44	45	71	56
MA	78	77	81	45	39	76	55	44	45	71	56
MI	84	83	87	51	41	82	58	50	51	77	62
MN	85	84	88	51	45	82	63	50	51	77	61
MS	78	77	81	49	42	77	58	47	48	72	57
MO	80	79	83	49	43	79	60	49	50	74	59
MT	80	79	83	56	48	86	64	55	56	81	59
NE	83	82	86	53	45	83	61	52	53	78	57
NV	75	74	78	56	48	84	62	59	60	79	51
NH	81	80	84	48	41	79	56	47	48	74	59
NJ	78	77	81	45	41	76	55	44	45	71	56
NM	78	81	81	51	46	81	59	50	51	76	53
NY	80	79	83	47	40	78	56	46	47	73	58
NC	77	76	80	47	39	74	56	45	46	69	59
ND	82	81	85	56	46	86	63	55	56	81	58
OH	79	78	82	46	40	77	56	45	46	72	57
LI	81	80	84	50	45	80	59	49	50	75	58
OR	83	82	86	59	49	87	67	54	55	82	52
PA	79	78	82	46	39	77	55	45	46	72	57
RI	78	77	81	45	41	76	55	44	45	71	56
SC	77	76	80	44	39	73	57	43	44	68	58
SD	82	81	85	56	46	86	62	55	56	81	57
TN	79	78	82	46	41	75	57	45	46	70	59
TX-No	81	80	84	50	46	80	59	49	50	75	58
TX-So	79	78	82	48	45	78	58	47	48	73	56
UT	76	75	79	53	47	83	61	52	53	78	53
VT	81	80	84	48	41	79	56	47	48	74	59
VA	79	78	82	46	38	77	55	45	46	72	57
WA	82	81	85	56	48	86	67	53	54	81	51
WV	78	77	81	45	38	76	55	44	45	71	56
WI	82	81	85	49	43	80	62	48	49	75	60
WY	80	79	83	56	47	86	61	55	56	81	54

\* NOTE: ADD 8 DAYS TRANSIT TIMES TO ALL CODE 4 SHIPMENTS FROM GUAM TO CONUS.

CODE 4 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	HAWAII	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS
AL	59	52	61	62	60	60	63	61	62	49
AZ	55	58	66	67	65	46	49	55	59	53
AR	42	54	61	62	60	60	63	61	62	49
CA-No	35	59	65	65	64	46	49	55	59	59
CA-So	34	59	64	66	63	45	48	54	58	58
CO	37	58	65	66	64	50	55	59	63	52
CT	50	52	58	59	57	55	58	62	65	46
DE	50	49	58	59	57	55	58	62	65	46
DC	50	49	58	59	57	55	58	62	65	46
FL-No	58	51	57	58	56	61	64	62	63	50
FL-So	59	52	58	59	57	62	65	63	67	48
GA	51	51	57	58	56	61	64	60	65	45
ID	37	59	70	71	69	47	50	62	58	59
IL	53	53	61	62	60	58	61	65	68	49
IN	52	52	60	61	59	57	60	64	67	48
IA	41	55	68	69	67	59	62	66	67	55
KS	41	56	65	66	64	56	59	66	67	52
KY	52	51	60	61	59	63	66	64	67	52
LA	42	53	60	64	59	59	62	60	61	48
ME	53	52	61	62	60	58	61	65	68	49
MD	50	49	58	59	57	55	58	62	65	46
MA	50	50	58	59	57	55	58	62	65	46
MI	56	52	64	65	63	61	64	68	71	52
MN	42	56	70	71	69	53	56	63	72	52
MS	43	53	61	62	60	60	63	61	62	49
MO	42	54	63	64	62	62	65	63	64	51
MT	44	59	70	71	69	53	56	68	64	57
NE	41	56	67	68	66	58	61	68	69	54
NV	35	59	68	69	67	46	49	55	59	55
NH	53	52	61	62	60	58	61	65	68	49
NJ	50	52	58	59	57	55	58	62	65	46
NM	38	57	65	66	64	56	59	58	67	52
NY	52	51	60	61	59	57	60	64	67	48
NC	50	57	58	59	57	54	57	62	66	47
ND	42	51	70	71	69	52	55	67	66	57
OH	51	56	59	60	58	56	59	63	66	47
OK	41	60	64	65	63	55	58	65	66	51
OR	37	50	71	72	70	46	49	61	57	58
PA	51	52	59	60	58	56	59	63	66	47
RI	50	50	58	59	57	55	58	62	65	46
SC	54	50	57	58	56	60	63	60	65	44
SD	41	57	70	71	69	53	56	62	66	57
TN	59	52	58	59	57	62	65	61	66	46
TX-No	45	57	64	65	63	55	58	65	66	51
TX-So	41	56	62	63	61	53	56	63	64	49
UT	37	58	67	68	66	47	50	56	60	54
VT	53	52	61	62	60	58	61	65	68	49
VA	51	49	59	60	58	56	59	63	66	47
WA	36	59	68	69	67	45	48	60	56	57
WV	50	49	58	59	57	55	58	62	65	46
WI	42	54	62	63	61	59	62	66	69	50
WY	38	58	70	71	69	51	54	60	64	57

\* NOTE: ADD 4 DAYS TRANSIT TIMES TO ALL CODE 4 SHIPMENTS DESTINED TO AN OUTER ISLAND OF HAWAII. (EXCEPTION: THE ISLANDS OF LANAI, MOLOKAI, AND NIIHAU REMAIN UNDER THE ONE-TIME-ONLY PROGRAM.)

CODE 4 TRANSIT TIMES IN DAYS  
(HOUSEHOLD GOODS)

STATE	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	53	43	69	65	61	36	60	59	75	59
AZ	57	50	65	61	64	39	63	64	81	62
AR	53	43	69	65	61	38	60	59	81	59
CA-No	63	48	65	61	63	42	70	65	81	69
CA-So	62	49	64	60	62	41	69	64	81	68
CO	56	48	69	65	63	38	62	61	80	61
CT	50	43	67	57	32	34	56	54	71	55
DE	50	43	67	63	32	34	56	54	69	55
DC	50	43	67	63	32	34	56	54	68	55
FL-No	54	44	69	65	62	37	55	60	75	56
FL-So	52	45	70	66	34	33	56	56	75	55
GA	49	43	70	66	53	32	54	55	74	53
ID	63	51	62	58	68	43	67	68	85	66
IL	53	46	70	66	55	37	59	57	76	58
IN	52	48	69	65	54	36	58	56	75	57
IA	59	49	75	71	66	38	66	66	74	65
KS	56	46	71	67	63	38	62	63	79	61
KY	56	46	69	65	54	33	58	56	75	57
LA	52	42	68	64	60	35	59	58	76	58
ME	53	46	70	60	55	37	59	57	74	58
MD	47	43	67	63	52	34	56	54	72	55
MA	50	43	67	57	52	34	56	54	73	55
MI	56	47	73	69	58	40	62	60	76	61
MN	56	50	76	72	68	40	62	68	79	61
MS	53	43	69	65	61	36	60	59	76	59
MO	55	45	71	67	63	38	62	61	76	61
MT	61	51	68	64	68	43	77	68	79	76
NE	58	48	73	69	65	40	64	65	79	63
NV	63	49	65	61	66	41	70	66	81	69
NH	53	46	70	60	55	37	59	57	73	58
NJ	50	43	67	57	32	34	56	54	71	55
NM	56	47	71	69	63	38	62	63	80	61
NY	52	44	69	59	54	36	58	54	72	57
NC	51	43	69	65	53	33	58	58	72	57
ND	61	50	72	68	68	43	67	68	79	66
OH	51	45	68	64	53	35	57	55	74	56
OK	55	46	70	66	62	37	61	62	79	60
OR	62	52	61	57	69	44	70	70	85	69
PA	51	44	68	64	53	35	57	55	73	56
RI	50	43	67	57	32	34	56	54	72	55
SC	48	43	68	64	52	32	53	54	73	52
SD	61	49	72	68	68	43	67	68	78	66
TN	50	47	71	67	54	33	55	56	76	54
TX-No	55	46	70	66	62	37	61	62	79	60
TX-So	53	44	68	64	60	35	59	60	79	58
UT	64	51	66	62	65	40	64	65	82	63
VT	53	44	70	60	55	37	59	57	73	58
VA	52	44	68	64	53	35	57	55	71	56
WA	61	50	66	56	68	43	69	66	85	68
WV	50	45	67	63	52	34	56	54	70	55
WI	54	49	71	67	56	38	60	58	78	59
WY	61	50	70	66	68	43	67	68	83	66

## APPENDIX O

### TRANSIT TIMES FOR INTERNATIONAL TGBL AND DPM UNACCOMPANIED BAGGAGE SHIPMENTS BETWEEN CONUS AND OVERSEAS

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies, and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, a carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

These transit times must be used in conjunction with items listed in Chapter 2, paragraph 2005.a.(1) of the PPTMR to determine appropriate delivery dates which will satisfy the DOD member.

COML AIR DPM TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	ALASKA- ZONE 1	ALASKA- ZONE 2	AUSTRALIA- ALC SP-WMRA	AUSTRALIA- CANDERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	BERMUDA	CRETE	GERMANY- NORTH	GERMANY- SOUTH	GREECE
AL	33	33	28	28	28	29	27	28	29	31	28
AZ	30	30	27	27	27	30	28	29	30	32	29
AR	29	29	28	28	28	29	27	28	29	31	28
CA-No	28	28	27	27	27	30	28	29	30	32	29
CA-So	28	28	27	27	27	30	28	29	30	32	29
CO	29	29	27	27	27	30	28	29	30	32	29
CT	32	32	27	27	27	28	26	27	28	30	27
DE	32	32	27	27	27	28	26	27	28	30	27
DC	33	33	27	27	27	28	26	27	28	30	27
FL-No	33	33	28	28	28	29	27	28	29	31	28
FL-So	33	33	28	28	28	29	27	28	29	31	28
GA	34	34	28	28	28	29	27	28	29	31	28
ID	26	26	27	27	27	30	28	29	30	32	29
IL	32	32	28	28	28	29	27	28	29	31	28
IN	32	32	28	28	28	29	27	28	29	31	28
IA	31	31	28	28	28	29	27	28	29	31	28
KS	29	29	27	27	27	30	28	29	30	32	29
KY	32	32	28	28	28	29	27	28	29	31	28
LA	38	38	28	28	28	29	27	28	29	31	28
ME	33	33	27	27	27	28	26	27	28	30	27
MD	32	32	27	27	27	28	26	27	28	30	27
MA	32	32	27	27	27	28	26	27	28	30	27
MI	32	32	28	28	28	29	27	28	29	31	28
MN	29	29	28	28	28	29	27	28	29	31	28
MS	33	33	28	28	28	29	27	28	29	31	28
MO	32	32	28	28	28	29	27	28	29	31	28
MT	26	26	27	27	27	30	28	29	30	32	29
NE	28	28	27	27	27	30	28	29	30	32	29
NV	28	28	27	27	27	30	28	29	30	32	29
NH	34	34	27	27	27	28	26	27	28	30	27
NJ	33	33	27	27	27	28	26	27	28	30	27
NM	32	32	27	27	27	30	28	29	30	32	29
NY	34	34	28	28	28	29	27	28	29	31	28
NC	34	34	28	28	28	29	27	28	29	31	28
ND	32	32	28	28	28	30	28	29	30	32	29
OH	33	33	28	28	28	29	27	28	29	31	28
OK	32	32	27	27	27	30	28	29	30	32	29
OR	23	23	27	27	27	30	28	29	30	32	29
PA	32	32	28	28	28	29	27	28	29	31	28
RI	29	29	27	27	27	28	26	27	28	30	27
SC	33	33	28	28	28	29	27	28	29	31	28
SD	32	32	27	27	27	30	28	29	30	32	29
TN	36	36	28	28	28	29	27	28	29	31	28
TX-No	34	34	28	28	28	31	29	30	31	33	30
TX-So	34	34	28	28	28	31	29	30	31	33	30
UT	27	27	27	27	27	30	28	29	30	32	29
VT	35	35	28	28	28	29	27	28	29	31	28
VA	33	33	28	28	28	29	27	28	29	31	28
WA	24	24	27	27	27	30	28	29	30	32	29
WV	33	33	28	28	28	30	27	28	29	31	28
WI	32	32	28	28	28	30	27	28	29	31	28
WY	34	34	27	27	27	30	28	29	30	32	29

**COML AIR DPM TRANSIT TIMES IN DAYS**  
(UNACCOMPANIED BAGGAGE)

STATE	GUAM ISLAND (US)	HAWAII	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS
AL	27	27	27	28	34	28	29	31	28	29	27
AZ	26	26	28	29	35	29	28	30	27	28	28
AR	27	27	27	28	34	28	29	31	28	29	27
CA-No	26	26	28	29	35	29	28	30	27	28	28
CA-So	26	26	28	29	35	29	28	30	27	28	28
CO	26	26	28	29	35	29	28	30	28	28	28
CT	26	26	26	27	33	27	28	30	27	28	26
DE	26	26	26	27	33	27	28	30	27	28	26
DC	26	26	26	27	33	27	28	30	27	28	26
FL-No	27	27	27	28	34	28	29	31	28	29	27
FL-So	27	27	27	28	34	28	29	31	28	29	27
GA	27	27	27	28	34	28	29	31	28	29	27
ID	26	26	28	29	35	29	28	30	27	28	28
IL	27	27	27	28	34	28	29	31	28	29	27
IN	27	27	27	28	34	28	29	31	28	29	27
IA	27	27	27	28	34	28	29	31	28	29	27
KS	26	26	28	29	35	29	28	30	27	28	28
KY	27	27	27	28	34	28	29	31	28	29	27
LA	27	27	27	28	34	28	29	31	28	29	27
ME	26	26	26	27	33	27	28	30	27	28	26
MD	26	26	26	27	33	27	28	30	27	28	26
MA	26	26	26	27	33	27	28	30	27	28	26
MI	27	27	27	28	34	28	29	31	28	29	27
MN	27	27	27	28	34	28	29	31	28	29	27
MS	27	27	27	28	34	28	29	31	28	29	27
MO	27	27	27	28	34	28	29	31	28	29	27
MT	26	26	28	29	35	29	28	30	27	28	28
NE	26	26	28	29	35	29	28	30	27	28	28
NV	26	26	28	29	35	29	28	30	27	28	28
NH	26	26	26	27	33	27	28	30	27	28	26
NJ	26	26	26	27	33	27	28	30	27	28	26
NM	26	26	28	29	35	29	28	30	27	28	28
NY	27	27	27	28	34	28	29	31	28	29	27
NC	27	27	27	28	34	28	29	31	27	29	27
ND	26	26	28	29	35	29	28	31	27	28	28
OH	27	27	27	28	34	28	29	31	28	29	27
OK	26	26	28	29	35	29	28	30	27	28	28
OR	26	26	28	29	35	29	28	30	27	28	28
PA	27	27	27	28	34	28	29	31	28	29	27
RI	26	26	26	27	33	27	28	30	27	28	26
SC	27	27	27	28	34	28	29	31	28	29	27
SD	26	26	28	29	35	29	28	30	27	28	28
TN	27	27	27	28	34	28	29	31	28	29	27
TX-No	27	27	29	30	36	30	29	31	28	29	29
TX-So	27	27	29	30	36	30	29	31	28	29	29
UT	26	26	28	29	35	29	28	30	27	28	28
VT	27	27	27	28	34	28	29	31	28	29	27
VA	27	27	27	28	34	28	29	31	28	29	27
WA	26	26	28	29	35	29	28	30	27	28	28
WV	27	27	27	28	34	28	29	31	28	29	27
WI	27	27	27	28	34	28	29	31	28	29	27
WY	26	26	28	29	35	29	28	30	27	28	28

**COML AIR DPM TRANSIT TIMES IN DAYS**  
(UNACCOMPANIED BAGGAGE)

STATE	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	28	37	30	38	26	29	28	31	33	30
AZ	29	38	29	37	27	28	29	32	34	31
AR	28	37	30	38	26	28	28	31	33	30
CA-No	29	38	29	37	27	28	29	32	34	31
CA-So	29	38	29	37	27	28	29	32	34	31
CO	29	38	29	37	27	28	29	32	34	31
CT	27	36	29	37	25	28	27	30	32	29
DE	27	36	29	37	25	28	27	30	32	29
DC	27	36	29	37	25	28	27	30	32	29
FL-No	28	37	30	38	26	29	28	31	33	30
FL-So	28	37	30	38	26	29	28	31	33	30
GA	28	37	30	38	26	29	28	31	33	30
ID	29	38	29	37	27	28	29	32	34	31
IL	28	37	30	38	26	29	28	31	33	30
IN	28	37	30	38	26	29	28	31	33	30
LA	28	37	30	38	26	29	28	31	33	30
KS	29	38	29	37	27	28	29	32	34	31
KY	28	37	30	38	26	29	28	31	33	30
LA	28	37	30	38	26	29	28	31	33	30
ME	27	36	29	37	25	28	27	30	32	29
MD	27	36	29	37	25	28	27	30	32	29
MA	27	36	29	37	25	28	27	30	32	29
MI	28	37	30	38	26	29	28	31	33	30
MN	28	37	30	38	26	29	28	31	33	30
MS	28	37	30	38	26	29	28	31	33	30
MO	28	37	30	38	26	29	28	31	33	30
MT	29	38	29	37	27	28	29	32	34	31
NE	29	38	29	37	27	28	29	32	34	31
NV	29	38	29	37	27	28	29	32	34	31
NH	27	36	29	37	25	28	27	30	32	29
NJ	27	36	29	37	25	28	27	30	32	29
NM	29	38	29	37	27	28	29	32	34	31
NY	28	37	30	38	26	29	28	31	33	30
NC	28	37	30	38	26	28	28	31	33	30
ND	29	38	29	37	27	28	29	32	34	31
OH	28	37	30	38	26	29	28	31	33	30
OK	29	38	29	37	27	29	29	32	34	31
OR	29	38	29	37	27	28	29	32	34	31
PA	28	37	30	38	26	29	28	31	33	30
RI	27	36	29	37	25	28	27	30	32	29
SC	28	37	30	38	26	29	28	31	33	30
SD	29	38	29	37	27	28	29	32	34	31
TN	28	37	30	38	26	29	28	31	33	30
TX-No	30	39	30	38	28	29	30	33	35	32
TX-So	30	39	30	38	28	29	30	33	35	32
UT	29	38	29	37	27	28	29	32	34	31
VT	28	37	30	38	26	29	28	31	33	30
VA	28	37	30	38	26	29	28	31	33	30
WA	29	38	29	37	27	28	29	32	34	31
WV	28	37	30	38	26	29	28	31	33	30
WI	28	37	30	38	26	29	28	31	33	30
WY	29	38	29	37	27	28	29	32	34	31



**AIR MAC TRANSIT TIMES IN DAYS**  
(UNACCOMPANIED BAGGAGE)

STATE	ALASKA- ZONE 2	ALASKA- ZONE 4	AUSTRALIA- ALC SP-WRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	AZORES- PORTUGAL	BELGIUM	BERMUDA	CRETE	CUBA	GERMANY- NORTH	GERMANY- SOUTH
AL	33	33	34	36	33	28	47	27	31	24	32	34
AZ	30	30	33	35	32	31	51	29	33	31	36	38
AR	29	29	32	34	31	28	49	26	30	25	34	36
CA-No	28	28	26	28	25	34	53	31	35	31	38	40
CA-So	28	28	26	28	25	34	53	31	35	31	38	40
CO	29	29	32	34	31	31	54	28	37	30	39	41
CT	32	32	35	37	34	26	45	25	28	27	30	32
DE	32	32	35	37	34	24	44	24	27	30	29	31
DC	33	33	34	36	33	25	45	23	28	28	30	32
FL-No	33	33	33	35	32	29	50	26	30	24	35	37
FL-So	33	33	33	35	32	29	50	26	28	24	35	37
GA	34	34	32	34	31	28	48	26	30	24	33	35
ID	26	26	30	32	29	40	51	31	34	32	36	38
IL	32	32	34	36	33	30	49	27	32	28	34	36
IN	32	32	33	35	32	29	51	27	34	28	36	38
IA	31	31	33	35	32	29	53	27	36	28	38	40
KS	29	29	33	35	32	30	53	28	36	28	38	40
KY	32	32	33	35	32	29	48	26	30	27	33	35
LA	38	38	37	39	36	28	51	27	31	27	36	38
ME	33	33	35	37	34	26	49	25	32	28	34	36
MD	32	32	34	36	33	26	43	23	26	28	28	30
MA	32	32	34	36	33	25	48	25	31	29	33	35
MI	32	32	35	37	34	29	50	27	33	28	35	37
MN	29	29	33	35	32	30	49	27	32	27	34	36
MS	33	33	33	35	32	29	48	27	31	24	33	35
MO	32	32	32	34	31	29	49	28	32	29	34	36
MT	26	26	32	34	31	34	52	34	35	33	37	39
NE	28	28	32	34	31	30	53	28	36	28	38	40
NV	28	28	28	30	27	32	53	32	36	33	38	40
NH	34	34	34	36	33	26	46	25	29	29	31	33
NJ	33	33	36	38	35	24	44	26	27	29	29	31
NM	32	32	33	35	32	36	52	32	36	30	37	39
NY	34	34	35	37	34	25	45	26	28	29	30	32
NC	34	34	33	35	32	28	46	23	27	26	31	33
ND	32	32	36	38	33	33	52	31	35	33	37	39
OH	33	33	34	36	33	28	48	27	31	29	33	35
OK	32	32	32	34	31	31	52	27	31	28	37	39
OR	23	23	29	31	28	33	54	31	37	34	39	41
PA	32	32	34	36	33	25	48	25	31	28	33	35
RI	29	29	34	36	33	22	45	25	28	28	30	32
SC	33	33	33	35	32	27	50	24	28	25	35	37
SD	32	32	34	36	33	29	52	31	35	30	37	39
TN	36	36	34	36	33	32	50	27	31	30	35	37
TX-No	34	34	33	35	32	30	52	29	33	29	37	39
TX-So	34	34	33	35	32	30	52	29	33	29	37	39
UT	27	27	29	31	28	32	53	32	36	33	38	40
VT	35	35	42	36	33	26	52	24	35	28	37	39
VA	33	33	34	36	33	26	45	24	27	27	30	32
WA	24	24	30	32	29	34	52	32	35	33	37	39
WV	33	33	37	39	36	30	45	25	29	33	30	32
WI	32	32	35	37	34	28	48	28	31	27	33	35
WY	34	34	32	34	31	28	50	32	33	31	35	37

**AIR MAC DPM TRANSIT TIMES IN DAYS**  
(UNACCOMPANIED BAGGAGE)

STATE	GREECE	GUAM ISLAND (US)	HAWAII	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC
AL	30	33	31	28	29	36	34	34	34	35	38
AZ	32	32	30	30	35	38	36	31	31	34	30
AR	29	31	29	27	32	35	33	30	30	33	37
CA-No	34	25	23	32	37	40	38	29	29	27	27
CA-So	34	25	23	32	37	40	38	29	29	27	27
CO	36	31	29	29	34	37	35	30	30	33	33
CT	27	34	32	26	31	34	32	33	33	36	41
DE	26	34	32	24	29	33	31	33	33	36	40
DC	27	33	31	26	29	32	30	34	34	35	39
FL-No	29	32	30	27	32	35	33	34	34	34	35
FL-So	29	32	30	27	32	35	33	34	34	34	35
GA	29	31	29	27	32	35	33	35	35	33	40
ID	33	29	27	40	45	40	38	27	27	31	29
IL	31	33	31	30	35	36	34	33	33	35	38
IN	32	32	30	28	29	36	34	33	33	34	39
IA	35	32	30	29	34	36	34	32	32	34	38
KS	35	32	30	29	34	37	35	30	30	34	34
KY	29	32	30	27	32	35	33	33	33	34	39
LA	30	36	34	28	29	36	34	39	39	38	34
ME	31	34	32	26	31	34	32	34	34	36	43
MD	25	33	31	26	29	32	30	33	33	35	39
MA	27	33	31	25	31	34	32	33	33	35	42
MI	32	34	32	29	34	36	34	33	33	36	41
MN	31	32	30	30	35	36	34	30	30	34	39
MS	30	32	30	28	29	36	34	34	34	34	36
MO	31	31	29	29	34	37	35	33	33	33	38
MT	34	31	29	34	39	43	41	27	27	33	29
NE	35	31	29	30	35	37	35	29	29	33	34
NV	35	27	25	33	38	41	39	29	29	29	29
NH	28	33	31	26	31	34	32	35	35	35	43
NJ	26	35	33	24	29	35	33	34	34	37	41
NY	35	32	30	33	38	41	39	33	33	34	34
WY	27	34	32	23	28	35	33	35	35	36	42
NC	26	32	30	24	29	32	30	35	35	34	40
ND	34	33	33	32	37	40	38	33	33	37	35
OH	30	33	31	29	34	36	34	34	34	35	39
OK	30	31	29	28	29	36	34	33	33	33	34
OR	36	28	26	33	38	40	38	24	24	30	30
PA	24	33	31	25	30	34	32	33	33	35	41
RI	27	33	31	26	31	34	32	30	30	35	42
SC	27	32	30	25	30	33	31	34	34	34	39
SD	34	33	31	31	36	40	38	33	33	35	35
TN	30	33	31	28	29	36	34	37	37	35	38
TX-No	32	32	30	30	35	38	36	35	35	34	34
TX-So	32	32	30	30	35	38	36	35	35	34	34
UT	35	28	26	33	38	41	39	28	28	30	30
VT	34	33	31	26	31	33	31	36	36	43	43
VA	26	33	31	24	29	32	30	34	34	35	41
WA	34	29	27	33	38	41	39	25	25	31	30
WV	28	36	34	26	31	34	32	34	34	38	41
VI	30	34	32	28	29	37	35	33	33	36	39
WY	32	31	29	31	36	41	39	35	35	33	33

**AIR MAC DPM TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)**

STATE	NETHERLANDS	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	30	24	27	33	33	27	35	25	35	36	31
AZ	34	34	26	32	32	30	38	29	38	40	34
AR	32	31	27	31	31	27	35	25	35	38	31
CA-No	36	30	23	25	25	33	42	30	42	42	38
CA-So	36	30	23	25	25	33	42	30	42	42	38
CO	37	27	33	31	31	30	38	30	38	43	34
CT	28	22	25	34	34	25	33	30	33	34	29
DE	27	20	23	34	34	23	31	29	31	33	27
DC	28	22	25	33	33	25	33	26	31	34	29
FL-No	33	25	26	32	32	28	34	24	34	39	30
FL-So	33	25	26	32	32	28	34	24	34	39	30
GA	31	24	26	31	31	27	34	22	34	37	30
ID	34	36	27	29	29	39	40	33	47	40	36
IL	32	26	29	33	33	29	36	27	37	38	33
IN	34	25	28	32	32	28	36	27	36	40	32
IA	36	25	30	32	32	28	38	27	36	42	32
KS	36	26	29	32	32	29	37	28	37	42	33
KY	31	25	27	32	32	28	35	25	34	37	30
LA	34	24	23	36	36	27	31	28	35	40	27
ME	32	22	25	34	34	25	33	27	33	38	29
MD	26	22	25	33	33	25	33	25	33	32	29
MA	31	21	24	33	33	24	32	27	32	37	32
MI	33	25	28	34	34	28	36	27	36	39	32
MN	32	26	31	32	32	29	39	27	37	38	33
MS	31	25	21	32	32	28	29	26	29	37	25
MO	32	25	27	31	31	28	35	27	35	38	31
MT	35	30	29	31	31	33	51	42	41	41	47
NE	36	26	27	31	31	29	35	28	37	42	31
NV	36	32	25	27	27	31	38	31	38	42	34
NH	29	22	25	33	33	25	33	26	33	35	29
NJ	27	20	23	35	35	23	31	27	31	33	27
NM	35	27	32	32	32	30	40	30	40	41	36
NY	28	26	22	34	34	22	30	28	30	34	26
NC	29	22	25	32	32	25	33	23	33	35	27
ND	35	28	31	35	35	31	39	31	39	41	35
OH	31	25	28	33	33	28	36	27	36	37	32
OK	35	26	28	31	31	29	36	27	36	41	32
OR	37	29	26	28	28	32	43	30	40	43	39
PA	31	21	24	33	33	24	32	26	32	37	28
RI	28	22	25	33	33	25	33	31	33	34	29
SC	33	24	27	32	32	27	35	23	33	39	28
SD	35	27	30	33	33	30	38	29	38	41	34
TN	33	26	30	33	33	29	38	25	35	39	31
TX-No	35	28	27	32	32	31	35	27	37	41	31
TX-So	35	28	27	32	32	31	35	27	38	41	31
UT	36	29	26	28	28	32	43	31	40	42	39
VT	35	22	25	33	33	25	33	29	33	41	29
VA	28	23	26	33	33	26	34	24	31	34	27
WA	35	29	27	29	29	32	45	32	45	41	41
WV	28	27	30	36	36	30	38	27	40	34	29
WI	31	24	27	34	34	27	38	28	35	37	31
WY	33	27	33	31	31	30	41	30	38	39	37

SUR MSC DPM TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	AUSTRALIA- ALC SP-WHRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	BERMUDA	CRETE	CUBA	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)
AL	78	78	78	72	41	69	41	64	67	69	75
AZ	73	73	73	75	43	73	48	67	70	72	61
AR	76	76	76	72	40	69	42	64	67	69	60
CA-No	70	70	70	90	45	74	48	83	86	76	54
CA-So	70	70	70	90	45	74	48	83	86	76	54
CO	76	76	76	75	42	74	47	67	70	72	60
CT	79	79	79	67	39	70	44	60	63	69	84
DE	79	79	79	65	38	71	47	58	61	67	84
DC	78	78	78	67	37	71	45	60	63	69	83
FL-No	77	77	77	71	40	74	41	63	66	70	82
FL-So	77	77	77	71	40	74	41	63	66	70	82
GA	76	76	76	68	40	74	41	61	64	70	81
ID	74	74	74	88	45	81	49	81	84	74	58
IL	78	78	78	71	41	75	45	64	67	73	83
IN	77	77	77	70	41	74	45	63	66	72	61
IA	77	77	77	73	41	76	45	65	68	70	74
KS	77	77	77	74	42	71	45	66	69	71	61
KY	77	77	77	71	40	74	44	63	66	70	82
LA	81	81	81	68	41	69	44	60	63	65	65
ME	79	79	79	67	39	73	45	60	63	69	84
MD	78	78	78	67	37	71	45	60	63	69	83
MA	78	78	78	66	39	72	46	63	66	72	83
MI	79	79	79	70	41	75	45	63	66	72	84
MN	77	77	77	71	41	78	44	64	67	73	61
MS	77	77	77	66	41	69	41	58	61	63	61
MO	76	76	76	72	42	71	46	64	67	59	73
MT	76	76	76	88	48	81	50	80	83	85	76
NE	76	76	76	72	42	74	45	64	67	69	60
NV	72	72	72	86	46	74	50	79	82	72	56
NH	78	78	78	67	39	72	46	60	63	69	83
NJ	80	80	80	65	40	70	46	58	61	67	85
NM	77	77	77	77	46	72	47	69	72	74	61
NY	79	79	79	64	40	71	46	57	60	66	84
NC	77	77	77	67	37	71	43	58	61	67	82
ND	80	80	80	76	45	79	50	68	71	73	64
OH	78	78	78	70	41	73	46	63	66	72	83
OK	76	76	76	73	41	71	45	65	68	70	60
OR	73	73	73	91	45	77	51	84	87	77	57
PA	78	78	78	66	39	72	45	59	60	68	83
RI	78	78	78	67	39	71	45	60	63	69	83
SC	77	77	77	74	38	72	42	59	62	68	82
SD	78	78	78	75	45	79	47	67	70	72	62
TN	78	78	78	69	41	75	47	62	65	71	83
TX-No	77	77	77	72	43	70	46	64	67	69	61
TX-So	77	77	77	72	43	70	46	64	67	69	61
UT	73	73	73	80	46	73	50	72	75	77	57
VT	86	78	86	67	38	72	45	60	63	69	91
VA	78	78	78	66	37	70	44	58	61	67	83
WA	74	74	74	93	46	77	50	79	89	79	74
WV	81	81	81	67	39	73	50	60	63	69	86
WI	79	79	79	69	42	77	44	62	65	71	84
WY	76	76	76	78	46	77	48	70	73	75	60

SUR MSC DPM TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	HAWAII	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS
AL	55	59	65	71	67	70	74	70	78	60
AZ	47	61	67	75	71	52	56	62	70	62
AR	54	58	64	71	67	69	73	69	77	59
CA-No	44	63	82	89	85	49	53	59	67	64
CA-So	44	63	82	89	72	49	53	59	67	64
CO	50	60	66	76	68	55	59	65	73	61
CT	58	57	59	66	62	80	84	73	81	57
DE	57	55	57	67	63	79	83	72	80	55
DC	56	57	57	67	63	78	82	71	79	56
FL-No	57	58	60	70	66	79	83	72	80	59
FL-So	57	58	60	70	66	79	83	72	80	59
GA	57	58	60	69	65	79	83	72	80	59
ID	46	71	77	83	79	51	55	61	69	71
IL	55	61	67	75	71	77	81	70	78	61
IN	56	59	61	70	66	78	82	71	79	60
IA	55	60	66	78	74	70	74	70	78	60
KS	51	60	66	73	69	66	70	66	74	61
KY	56	58	64	74	70	71	75	71	79	59
LA	52	59	65	71	67	66	70	66	74	60
ME	60	57	59	69	65	82	86	75	83	57
MD	50	57	59	67	63	78	82	71	79	57
MA	59	56	58	68	64	81	85	74	82	60
MI	58	60	62	71	67	80	84	73	81	60
MN	56	61	57	78	74	61	65	71	79	61
MS	53	59	55	71	67	68	72	68	76	60
MO	55	60	56	73	59	70	74	70	78	61
MT	46	65	71	83	79	54	58	61	69	65
NE	51	61	67	76	72	66	69	66	73	61
NV	46	64	70	76	73	51	55	61	69	65
NH	60	57	59	68	64	82	86	75	83	57
NJ	58	55	57	70	62	80	84	73	81	55
NM	51	64	70	74	70	66	70	66	74	65
NY	59	54	56	67	63	81	85	74	82	54
NC	57	55	57	67	63	79	83	72	80	56
ND	52	63	69	81	77	60	64	67	78	63
OH	56	60	62	69	65	78	82	71	79	60
OK	51	59	65	73	69	59	63	66	74	60
OR	47	64	70	79	75	55	59	62	70	64
PA	58	56	58	68	64	80	84	73	81	56
RI	59	57	59	67	63	81	85	74	82	57
SC	50	56	58	68	64	78	82	71	79	57
SD	52	62	68	81	77	57	61	67	78	62
TN	55	59	65	75	71	77	81	70	78	60
TX-No	51	67	67	72	68	66	70	66	74	62
TX-So	51	67	67	72	68	66	70	66	74	62
UT	47	64	70	75	71	52	56	62	70	64
VT	60	57	59	68	64	82	86	75	83	57
VA	58	55	57	66	62	80	84	73	81	56
WA	47	64	83	92	88	55	59	62	70	64
WV	58	57	59	69	65	80	84	73	81	58
WI	56	59	65	77	73	78	82	77	79	59
WY	50	62	68	79	75	58	59	65	73	62

**SUR MSC DPM TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)**

STATE	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	66	52	71	66	54	52	55	71	72	64
AZ	69	51	69	64	57	55	59	74	74	67
AR	66	52	69	64	54	52	55	71	71	64
CA-No	73	49	63	58	60	59	78	82	76	71
CA-So	73	49	62	57	60	59	78	82	76	71
CO	69	58	69	64	57	55	60	74	73	67
CT	58	52	72	67	52	48	57	64	70	59
DE	56	50	72	67	50	46	56	62	68	57
DC	60	52	71	66	52	48	53	64	68	59
FL-No	65	53	70	65	55	51	51	70	71	63
FL-So	65	53	70	65	55	51	51	65	71	63
GA	65	53	69	64	54	51	49	70	71	63
ID	71	53	67	62	66	57	63	76	84	69
IL	62	56	71	66	56	51	54	68	74	63
IN	61	55	70	65	55	51	54	67	72	62
IA	61	57	70	65	55	53	57	72	73	62
KS	62	54	70	65	56	54	58	73	73	66
KY	59	54	70	65	55	50	52	65	71	61
LA	62	48	74	69	54	48	58	67	72	60
ME	58	52	72	67	52	48	54	64	70	59
MD	64	52	71	66	52	48	52	64	70	59
MA	67	51	71	66	51	47	54	63	73	62
MI	67	55	72	67	55	51	54	67	73	62
MN	68	58	70	65	56	44	54	73	74	63
MS	54	46	70	65	55	46	56	65	72	58
MO	66	52	69	64	55	52	57	71	73	64
MT	82	55	69	64	60	68	90	87	78	80
NE	66	52	69	64	56	52	58	71	74	64
NV	69	50	65	60	58	55	81	74	77	67
NH	58	52	71	66	52	48	53	64	70	59
NJ	56	50	73	68	50	46	54	62	68	57
NM	71	57	69	64	57	57	60	76	77	69
NY	59	49	72	67	46	45	55	61	67	56
NC	56	52	70	65	52	48	50	64	68	58
ND	64	56	73	68	58	56	61	75	76	65
OH	61	55	71	66	55	51	54	67	73	62
OK	67	53	69	64	56	53	57	72	72	65
OR	74	52	66	61	59	60	78	83	77	72
PA	57	51	71	66	51	47	53	63	69	58
RI	58	52	71	66	52	48	58	64	70	59
SC	57	54	70	65	54	50	50	64	69	59
SD	63	55	71	66	57	56	59	74	75	64
TN	60	57	71	66	56	55	52	66	72	62
TX-No	66	52	70	65	58	52	57	71	74	64
TX-So	66	52	70	65	58	52	57	71	74	64
UT	74	51	66	61	59	60	61	74	77	72
VT	57	52	79	74	52	48	56	64	70	59
VA	56	53	71	66	53	49	51	62	68	58
WA	76	53	67	62	59	62	60	85	77	74
WV	58	57	74	69	57	53	54	71	70	60
WI	60	54	72	67	54	53	55	66	72	61
WY	72	58	69	64	57	58	60	77	75	70

CODE J TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	AUSTRALIA- ALC SP-WHRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)	HAWAII	ITALY	ITALY- SICILY
AL	39	39	39	28	33	33	31	32	33	38	36
AZ	34	34	34	33	38	38	36	27	28	43	41
AR	39	39	39	28	33	33	31	32	33	38	37
CA-No	34	34	34	34	39	39	37	27	28	44	43
CA-So	34	34	34	34	39	39	37	27	28	44	43
CO	35	35	35	31	36	36	34	28	29	41	40
CT	41	41	41	26	31	31	29	34	35	36	36
DE	41	41	41	26	31	31	29	34	35	36	35
DC	41	41	41	26	31	31	29	34	35	36	35
FL-No	41	41	41	27	32	32	30	34	35	37	36
FL-So	41	41	41	27	32	32	30	34	35	37	36
GA	40	40	40	27	32	32	30	33	34	37	36
ID	34	34	34	34	39	39	37	27	28	44	41
IL	39	39	39	27	32	32	30	32	33	37	36
IN	39	39	39	28	33	33	31	32	33	38	36
IA	38	38	38	30	35	35	33	31	32	40	37
KS	37	37	37	30	35	35	33	30	31	40	37
KY	40	40	40	28	33	33	31	33	34	38	35
LA	39	39	39	28	33	33	31	32	33	38	37
ME	41	41	41	27	32	32	30	34	35	37	36
MD	41	41	41	26	31	31	29	34	35	36	35
MA	41	41	41	27	32	32	30	34	35	37	36
MI	40	40	40	27	32	32	30	33	34	37	36
MN	38	38	38	30	35	35	33	31	32	40	37
MS	39	39	39	28	33	33	31	32	33	38	36
MO	38	38	38	28	33	33	31	31	32	38	37
MT	38	38	38	34	39	39	37	31	32	44	41
NE	38	38	38	30	35	35	33	31	32	40	39
NV	34	34	34	33	38	38	36	27	28	43	42
NH	41	41	41	27	32	32	30	34	35	37	36
NJ	41	41	41	26	31	31	29	34	35	36	35
NM	35	35	35	32	37	37	35	28	29	42	40
NY	41	41	41	26	31	31	29	34	35	36	36
NC	41	41	41	26	31	31	29	34	35	36	35
ND	40	40	40	33	38	38	36	33	34	43	39
OH	40	40	40	27	32	32	30	33	34	37	35
OK	37	37	37	31	36	36	34	30	31	41	39
OR	34	34	34	34	39	39	37	27	28	44	43
PA	41	41	41	26	31	31	29	34	35	36	35
RZ	41	41	41	26	31	31	29	34	35	36	36
SC	41	41	41	26	31	31	29	34	35	36	35
SD	39	39	39	32	37	37	35	32	33	42	39
TN	40	40	40	27	32	32	30	33	34	37	35
TX-No	37	37	37	30	35	35	33	30	31	40	39
TX-So	37	37	37	30	35	35	33	30	31	40	39
UT	34	34	34	32	37	37	35	27	28	42	41
VT	41	41	41	27	32	32	30	34	35	37	36
VA	41	41	41	26	31	31	29	34	35	36	35
WA	34	34	34	34	39	39	37	27	28	44	43
WV	41	41	41	26	31	31	29	34	35	36	35
WI	39	39	39	27	32	32	30	32	33	37	36
WY	35	35	35	32	37	37	35	28	29	42	40

CODE J TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	SPAIN	TURKEY	UNITED KINGDOM
AL	36	36	35	34	27	33	39	34	37	29
AZ	31	31	30	29	32	28	34	39	42	34
AR	36	36	35	34	28	33	39	34	37	30
CA-No	31	31	30	29	35	28	34	40	43	37
CA-So	31	31	30	29	35	28	34	40	43	37
CO	32	32	31	30	31	28	35	37	40	33
CT	38	38	37	36	28	35	41	32	35	30
DE	38	38	37	36	27	35	41	32	35	29
DC	38	38	37	36	27	35	41	32	35	29
FL-No	38	38	37	36	27	35	41	33	36	29
FL-So	38	38	37	36	27	35	41	33	36	29
GA	37	37	36	35	27	34	40	33	36	29
ID	31	31	30	29	33	28	34	40	43	35
IL	36	36	35	34	23	33	39	33	36	30
IN	36	36	35	34	28	33	39	34	37	30
IA	35	35	34	33	29	32	38	36	39	31
KS	34	34	33	32	29	31	37	36	39	31
KY	37	37	36	35	27	34	40	34	37	29
LA	36	36	35	34	28	33	39	34	37	30
ME	38	38	37	36	29	35	41	33	36	31
MD	38	38	37	36	27	35	41	32	35	29
MA	38	38	37	36	23	35	41	33	36	30
MI	37	37	36	35	29	34	40	33	36	31
MN	35	35	34	33	31	32	38	36	39	33
MS	36	36	35	34	28	33	39	34	37	30
MO	35	35	34	33	28	32	38	34	37	30
MT	35	35	34	33	33	32	38	40	43	35
NE	35	35	34	33	31	32	38	37	39	33
NV	31	31	30	29	34	28	34	37	40	36
NH	38	38	37	36	29	35	41	33	36	31
NJ	38	38	37	36	28	35	41	32	35	30
NM	32	32	31	30	31	29	35	38	41	34
NY	38	38	37	35	28	35	41	32	35	30
NC	38	38	37	36	27	35	41	32	35	29
ND	37	37	36	35	32	34	40	39	42	34
OH	37	37	36	35	28	34	40	33	36	30
OK	34	34	33	32	31	31	37	37	40	33
OR	31	31	30	28	35	28	34	40	43	37
PA	38	38	37	36	28	35	41	32	35	30
RI	38	38	37	36	28	35	41	32	35	30
SC	38	38	37	36	27	35	41	32	35	29
SD	36	36	35	34	32	33	39	38	41	35
TN	37	37	36	35	27	34	40	33	36	29
TX-No	34	34	33	32	29	31	37	36	39	31
TX-So	34	34	33	32	29	31	37	36	39	31
UT	31	31	30	29	32	28	34	38	41	34
VT	38	38	37	36	29	35	41	33	36	31
VA	35	38	37	36	27	35	41	32	35	29
WA	31	31	30	29	35	28	34	40	43	37
WV	38	38	37	36	27	35	41	32	35	29
WI	36	36	35	34	28	33	39	33	36	30
WY	32	32	31	30	32	29	35	38	41	34



CODE 8 TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	ALASKA- ZONE 1	ALASKA- ZONE 2	BELGIUM	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)	HAWAII	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH
AL	33	33	20	23	24	24	23	23	27	28	28	28	28
AZ	30	30	24	27	28	28	18	18	31	32	32	23	23
AR	29	29	22	25	26	26	23	23	29	30	30	28	28
CA-No	28	28	26	29	30	30	16	16	33	34	34	21	21
CA-So	28	28	26	29	30	30	16	16	33	34	34	21	21
CO	29	29	24	27	28	28	19	19	31	32	32	24	24
CT	32	32	18	21	22	22	25	25	25	26	26	30	30
DE	32	32	18	21	22	22	25	25	25	26	26	30	30
DC	33	33	18	21	22	22	25	27	24	26	25	30	30
FL-No	33	33	20	23	24	24	25	25	27	28	28	30	30
FL-So	33	33	20	23	24	24	25	25	27	28	28	30	30
GA	34	34	19	22	23	23	25	25	26	27	27	30	29
ID	26	26	24	27	28	28	18	18	31	32	32	23	23
IL	32	32	20	23	24	24	23	23	27	28	28	28	28
IN	32	32	19	22	23	23	23	23	26	27	27	28	28
IA	31	31	20	23	24	24	22	22	27	28	28	27	27
KS	29	29	22	25	26	26	21	21	29	30	30	26	26
KY	32	32	19	22	23	23	24	24	26	27	27	29	29
LA	38	38	22	25	26	26	23	23	29	30	30	28	28
ME	33	33	19	22	23	23	25	25	26	27	27	30	30
MD	32	32	18	21	22	22	25	25	24	26	25	30	30
MA	32	32	18	21	22	22	25	25	25	26	26	30	30
MI	32	32	19	22	23	23	24	24	26	27	27	29	29
MN	29	29	22	25	26	26	22	22	29	30	30	27	27
MS	33	33	20	23	24	24	23	23	27	28	28	28	28
MO	32	32	20	23	24	24	22	22	27	28	28	27	27
MT	26	26	26	29	30	30	22	22	33	34	34	27	27
NE	28	28	23	26	27	27	22	22	30	31	31	27	27
NV	28	28	25	28	29	29	18	18	32	33	33	23	23
NH	34	34	19	22	23	23	25	25	26	27	27	30	30
NJ	33	33	18	21	22	22	25	25	25	26	26	30	30
NM	32	32	23	26	27	27	19	19	30	31	31	24	24
NY	34	34	17	20	21	21	25	25	24	25	25	30	30
NC	34	34	19	22	23	23	25	25	26	27	27	30	30
ND	32	32	25	28	29	29	24	24	32	33	33	29	29
OH	33	33	19	22	23	23	24	24	26	27	27	29	29
OK	32	32	22	25	26	26	21	21	29	30	30	26	26
OR	23	23	26	29	30	30	18	18	33	34	34	23	23
PA	32	32	18	21	22	22	25	25	25	26	26	30	30
RI	29	29	18	21	22	22	25	25	25	26	26	30	30
SC	33	33	19	22	23	23	25	25	26	27	27	30	30
SD	32	32	24	27	28	28	23	23	31	32	32	28	28
TN	36	36	19	22	23	23	24	24	26	27	27	29	29
TX-No	34	34	22	25	26	26	21	21	29	30	30	26	26
TX-So	34	34	22	25	26	26	21	21	29	30	30	26	26
UT	27	27	24	27	28	28	18	18	31	32	32	23	23
VT	35	35	18	21	22	22	25	25	25	26	26	30	30
VA	33	33	20	22	23	23	25	25	26	27	27	30	30
WA	24	24	26	29	30	30	18	18	33	34	34	23	23
WV	33	33	19	22	23	23	25	25	26	27	27	30	30
WI	32	32	19	22	23	23	23	23	26	27	27	28	28
WY	34	34	24	27	28	28	19	19	31	32	32	24	24

**CODE 8 TRANSIT TIMES IN DAYS**  
(UNACCOMPANIED BAGGAGE)

STATE	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	26	24	22	23	18	23	24	23	18	23	23	25	23
AZ	20	19	26	27	23	18	19	27	23	29	27	29	27
AR	25	24	24	25	18	23	24	25	18	27	25	27	25
CA-No	18	17	28	29	25	16	17	29	25	31	29	31	29
CA-So	18	17	28	29	25	16	17	29	25	31	29	31	29
CO	21	20	26	27	22	19	20	27	22	29	27	29	27
CT	27	26	20	21	19	25	26	21	19	23	21	23	21
DE	27	26	20	21	18	25	26	21	18	23	21	23	21
DC	27	26	20	21	18	25	26	20	18	23	21	23	21
FL-No	27	26	22	23	16	25	26	23	16	25	23	25	23
FL-So	27	26	22	23	16	25	26	23	16	25	23	25	23
GA	26	25	21	22	17	24	25	22	17	24	22	24	22
ID	30	19	26	27	25	18	19	27	25	29	27	29	27
IL	25	24	22	23	19	23	24	23	19	25	23	25	23
IN	25	24	21	22	19	23	24	22	19	24	22	24	22
IA	24	23	22	23	21	22	23	23	21	25	23	25	23
KS	23	22	24	25	21	21	22	25	21	27	25	27	25
KY	26	25	21	22	18	24	25	22	18	24	22	24	22
LA	25	24	24	25	19	23	24	25	19	27	25	27	25
ME	27	26	21	22	21	25	26	22	21	24	22	24	22
MD	27	26	20	21	18	25	26	20	18	23	21	23	21
MA	27	26	20	21	21	25	26	21	21	23	21	23	21
MI	26	25	21	22	19	24	25	22	19	24	22	24	22
MN	24	23	24	25	21	22	23	25	21	27	25	27	25
MS	25	24	22	23	18	23	24	23	18	25	23	25	23
MO	24	23	22	23	19	22	23	23	19	25	23	25	23
MT	24	23	28	29	25	22	23	29	25	31	29	31	29
NE	24	23	25	26	21	22	23	26	21	28	26	28	26
NV	20	19	27	28	24	18	19	28	24	30	28	30	28
NH	27	26	21	22	21	25	26	22	21	24	22	24	22
NJ	27	26	20	21	19	25	26	21	19	23	21	23	21
NM	21	20	25	26	22	19	20	26	22	28	26	28	26
NY	27	26	19	20	19	25	26	20	19	22	20	22	20
NC	27	26	21	22	18	25	26	22	18	24	22	24	22
ND	26	25	27	28	24	24	25	28	24	30	28	30	28
OH	26	25	21	22	19	24	25	22	19	24	22	24	22
OK	23	22	24	25	21	21	22	25	21	27	25	27	25
OR	20	19	28	29	25	18	19	29	25	31	29	31	29
PA	27	26	20	21	19	25	26	21	19	23	21	23	21
RI	27	26	20	21	21	25	26	21	23	23	21	23	21
SC	27	26	21	22	17	25	26	22	17	24	22	24	22
SD	25	24	26	27	24	23	24	27	24	29	27	29	27
TN	26	25	21	22	18	24	25	22	18	24	22	24	22
TX-No	23	22	24	25	19	21	22	25	19	27	25	27	25
TX-So	23	22	24	25	19	21	22	25	19	27	25	27	25
UT	20	19	26	27	23	18	19	27	23	26	27	29	27
VT	27	26	20	21	21	25	26	21	21	23	21	23	21
VA	27	26	21	22	18	25	26	22	18	24	22	24	22
WA	20	19	28	29	25	18	19	29	25	31	29	31	29
WV	27	26	21	22	18	25	26	22	18	24	22	24	22
WI	25	24	21	22	19	23	24	22	19	24	22	24	22
WY	21	20	26	27	23	19	20	27	23	29	27	29	27

CODE 7 TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	AUSTRALIA- ALC SP-WMRA	AUSTRALIA- CANBERRA	AUSTRALIA- HAROLD HOLT	BELGIUM	BERMUDA	CRETE	GERMANY- NORTH	GERMANY- SOUTH	GREECE	GUAM ISLAND (US)
AL	65	66	69	38	30	61	45	46	56	58
AZ	60	61	64	42	32	65	46	47	60	53
AR	63	64	67	40	29	63	45	46	58	56
CA-No	57	58	61	43	34	66	57	58	61	50
CA-So	57	58	61	43	34	66	57	58	61	50
CO	63	64	67	41	31	64	47	48	59	56
CT	66	67	70	36	28	59	43	44	54	59
DE	66	67	70	34	27	57	43	44	52	59
DC	65	66	69	34	26	57	43	44	52	58
FL-No	64	65	68	39	29	62	42	43	57	57
FL-So	64	65	68	39	29	62	43	44	57	57
GA	63	64	67	38	29	61	43	44	56	56
ID	61	62	65	43	34	66	53	54	61	54
IL	65	66	69	40	30	63	44	45	58	58
IN	65	66	69	39	30	62	44	45	57	58
LA	64	65	68	38	30	61	47	48	56	57
KS	64	65	68	40	31	63	46	47	58	57
KY	64	65	68	38	29	61	44	45	56	57
LA	68	69	72	40	30	63	45	46	58	61
ME	66	67	70	37	28	60	44	45	55	59
MD	65	66	69	33	26	58	42	43	51	58
MA	65	66	69	36	28	59	44	45	54	58
MI	66	67	70	40	30	63	44	45	58	59
MN	64	65	68	39	30	62	47	48	57	57
MS	64	65	68	38	30	61	45	46	56	57
MO	63	64	67	38	31	61	46	47	56	56
MT	63	64	67	45	37	68	50	51	63	56
NE	63	64	67	40	31	63	47	48	58	56
NV	59	60	63	44	35	67	58	59	62	52
NH	65	66	69	35	28	58	44	45	53	58
NJ	67	68	71	37	29	60	43	44	55	60
NM	64	65	68	42	35	65	46	47	60	57
NY	66	67	70	37	29	60	43	44	55	59
NC	64	65	68	37	26	60	43	44	55	57
ND	67	68	71	43	34	66	48	49	61	60
OH	65	66	69	39	30	62	43	44	57	58
OK	63	64	67	39	30	62	46	47	57	56
OR	60	61	64	43	34	66	60	61	61	53
PA	65	66	69	36	28	59	43	44	54	58
RI	65	66	69	37	28	60	43	44	55	58
SC	64	65	68	37	27	60	42	43	55	57
SD	65	66	69	42	34	65	48	49	60	58
TN	65	66	69	39	30	62	43	44	57	58
TX-No	64	65	68	41	32	64	48	49	59	57
TX-So	64	65	68	41	32	64	47	48	59	57
UT	60	61	64	43	35	66	48	49	61	53
VT	65	66	69	36	37	59	44	45	54	58
VA	65	66	69	35	26	58	43	44	53	58
WA	61	62	65	43	35	66	52	53	61	54
WV	68	69	72	36	28	57	43	44	54	61
WI	66	67	70	40	31	63	44	45	58	59
WY	63	64	67	42	35	65	48	49	60	56

CODE 7 TRANSIT TIMES IN DAYS  
(UNACCOMPANIED BAGGAGE)

STATE	HAWAII	ICELAND	ITALY	ITALY- SARDINIA	ITALY- SICILY	JAPAN- CENTRAL	JAPAN- NORTH-SOUTH	JAPAN- OKINAWA	KOREA- REPUBLIC	NETHERLANDS
AL	36	35	55	56	54	54	57	55	56	43
AZ	31	39	58	59	57	41	44	50	54	45
AR	34	37	55	56	54	54	57	55	56	43
CA-No	28	40	59	60	58	40	43	49	53	53
CA-So	28	40	59	60	58	40	43	49	53	53
CO	34	38	58	59	57	42	45	51	55	45
CT	37	35	53	54	52	50	53	57	60	41
DE	37	31	53	54	52	50	53	57	60	41
DC	36	31	53	54	52	50	53	57	60	41
FL-No	35	36	52	53	51	56	59	57	58	45
FL-So	35	36	52	53	51	56	59	57	61	42
GA	34	35	52	53	51	56	59	55	60	40
ID	32	40	61	62	60	41	44	56	52	53
IL	36	37	54	55	53	51	54	58	61	42
IN	36	36	54	55	53	51	54	58	61	42
IA	35	35	58	59	57	49	52	56	57	45
KS	35	37	57	58	56	48	51	58	59	44
KY	35	35	54	55	53	55	58	56	61	42
LA	39	37	55	56	54	54	57	55	56	43
ME	37	34	54	55	53	51	54	58	61	42
MD	36	30	53	54	52	50	53	57	60	41
MA	36	33	54	55	53	51	54	58	61	42
MI	37	37	54	55	53	51	54	58	61	42
MN	35	36	59	60	58	45	48	54	61	45
MS	35	35	55	56	54	54	57	55	56	43
MO	34	35	56	57	55	55	58	56	57	44
MT	34	42	61	62	60	42	45	57	53	48
NE	34	37	58	59	57	49	52	59	60	45
NV	30	41	59	60	58	41	44	50	53	46
NH	36	32	54	55	53	51	54	58	61	42
NJ	38	34	53	54	52	50	53	57	60	41
NM	35	39	57	58	56	48	51	49	59	44
NY	37	34	53	54	52	50	53	57	60	41
NC	35	34	52	53	51	48	51	56	60	41
ND	38	40	59	60	58	44	47	59	60	46
OH	36	36	53	54	52	50	53	57	60	41
OK	34	36	57	58	56	48	51	58	59	44
OR	31	40	62	63	61	40	43	55	51	52
PA	36	33	53	54	52	50	53	57	60	41
RI	36	34	53	54	52	50	53	57	60	41
SC	35	34	52	53	51	55	58	55	60	39
SD	36	39	59	60	58	46	49	55	59	46
TN	36	36	52	53	51	56	59	55	60	41
TX-No	35	38	57	58	56	48	51	58	59	44
TX-So	35	38	57	58	56	48	51	58	59	44
UT	31	40	59	60	58	41	44	50	54	46
VT	36	33	54	55	53	51	54	58	61	42
VA	36	32	53	54	52	50	53	57	60	41
WA	32	40	63	64	62	40	43	55	51	52
WV	39	31	53	54	52	50	53	57	60	41
WI	37	37	54	55	53	51	54	58	61	42
WY	34	39	59	60	58	42	45	51	55	46

**CODE 7 TRANSIT TIMES IN DAYS**  
(UNACCOMPANIED BAGGAGE)

STATE	NORWAY	PANAMA	PHILIPPINES- CLARK AB	PHILIPPINES- SUBIC BAY	PORTUGAL	PUERTO RICO- VIRGIN IS.	SCOTLAND-UK	SPAIN	TURKEY	UNITED KINGDOM
AL	47	38	63	60	55	30	46	53	64	44
AZ	49	39	60	55	56	31	50	56	68	48
AR	47	38	63	58	55	30	48	53	66	46
CA-No	57	42	59	52	57	34	51	59	69	49
CA-So	57	42	59	52	57	34	51	59	69	49
CO	49	39	61	58	56	31	49	56	67	47
CT	45	36	62	61	47	29	44	49	62	43
DE	45	36	62	61	47	29	42	49	60	40
DC	45	36	62	60	47	29	42	49	60	40
FL-No	49	40	64	59	57	32	47	55	65	45
FL-So	46	38	64	59	48	27	47	50	65	45
GA	44	38	65	58	48	27	46	50	64	44
ID	57	42	56	56	59	34	51	59	69	49
IL	46	37	63	60	48	30	48	50	66	46
IN	46	37	63	60	48	30	47	50	65	45
IA	49	40	65	59	56	33	46	56	64	44
KS	48	38	63	59	55	30	48	55	66	46
KY	48	37	63	59	48	27	46	50	64	44
LA	47	38	63	63	55	30	48	53	66	46
ME	46	37	63	61	48	30	45	50	63	43
MD	45	36	62	60	47	29	41	49	59	39
MA	46	37	63	60	48	30	44	50	62	43
MI	46	37	63	61	48	30	48	50	66	46
MN	49	40	65	59	57	33	47	57	65	45
MS	47	38	63	59	55	30	46	53	64	44
MO	48	39	64	58	56	31	46	54	64	44
MT	52	42	57	58	59	34	53	59	71	51
NZ	49	39	64	58	56	31	48	56	66	46
WV	58	40	60	54	57	32	52	57	70	50
NH	46	37	63	60	48	30	43	50	61	41
NJ	45	36	62	62	47	29	45	49	63	43
NM	48	38	63	59	55	30	50	55	68	48
NY	45	36	62	61	47	29	45	49	63	43
NC	45	37	63	59	48	27	45	49	63	43
ND	50	40	66	52	57	32	51	57	69	49
OH	45	36	62	60	47	29	47	49	65	45
OK	48	38	63	58	55	30	47	55	65	45
OR	56	43	55	55	60	35	51	62	69	49
PA	45	36	62	60	47	29	44	49	62	43
RI	45	36	62	60	47	29	45	49	63	43
SC	43	38	63	59	47	27	45	49	63	43
SD	50	40	65	60	57	32	50	57	68	48
TN	44	38	65	60	48	27	47	50	65	45
TX-No	48	38	65	59	55	30	49	55	67	47
TX-So	48	38	63	59	55	30	49	55	67	47
UT	58	40	60	55	57	32	51	57	69	49
VT	46	37	63	60	48	30	44	50	62	43
VA	45	36	62	60	47	29	43	49	61	41
WA	56	43	55	56	60	35	51	61	69	49
WV	45	36	62	63	47	29	44	49	62	43
WI	46	37	63	61	47	30	48	50	66	46
WY	50	40	61	58	57	32	50	57	68	48

# 000 INTER/INTRA-THEATER TRANSIT TIMES GUIDE (CODE J)

## DESTINATION

ORIGIN	GERMANY-NORTH	GERMANY-SOUTH	GREECE	GUAM ISLAND (U.S.)	HAWAII	ITALY	JAPAN-CENTRAL	JAPAN-NORTH	JAPAN-SOUTH	KOREA	OKINAWA (JAPAN)	PHILIPPINES	SICILY (ITALY)	SPAIN	SUBIC BAY (RP)	TURKEY	UNITED KINGDOM
GE-N			34	50	50	40	59	55	61	54	52	52	41	37	53	39	38
GE-S			34	50	50	40	59	55	61	54	52	52	41	37	53	39	38
GR	34	50	50	50	50	35	60	56	62	55	53	53	36	44	54	55	49
GQ	50	50	50	29	29	47	36	32	38	31	29	29	48	44	30	55	49
HI	50	50	35	47	47	47	60	55	62	55	53	53	42	38	54	40	39
IT	40	40	56	32	32	56		55		34	32	32	57	53	33	61	54
JAN-C	55	55	54	30	30	54		55		40	30	30	63	59	31	59	52
JAN-M	53	53	54	30	30	62		55		32	30	38	55	51	39	67	60
JAN-S	61	61	62	30	30	54	37	33	39	31	30	30	55	51	31	59	52
KS	53	53	54	29	29	53	36	32	38	31	30	30	54	50	30	59	51
OK	52	52	53	28	28	52	35	31	37	30	28	29	53	49	55	57	50
RP	51	51	36	48	48	42	61	31	63	56	54	54	39	39	55	41	40
IT-SIC	41	41	32	44	44	38	57	57	59	52	50	50	39	50	51	37	36
SP	37	37	53	29	29	63	36	32	38	31	29	29	54	50	51	58	51
RP-SU	52	52	32	53	53	38	63	59	65	58	56	56	39	35	57	37	36
TU	37	37	32	48	48	38	57	53	59	52	50	50	39	35	51	58	51
UK	37	37	32			38		53	59	52	50	50	39	35	51	37	36

PERFORMANCE WORK STATEMENT

FOR PACKING, CONTAINERIZATION AND LOCAL DRAYAGE

OF PERSONAL PROPERTY SHIPMENTS

## PART 1

### PERFORMANCE WORK STATEMENT

#### 1. GENERAL REQUIREMENTS

1.1 **Scope of Work.** The contractor shall furnish all personnel, equipment, facilities, supplies, services and materials, except as specified herein as Government-furnished, for the preparation of personal property of military members and civilian employees for movement or drayage and related services. Work to be performed shall be those services in the schedule awarded to the contractor. Performance shall be according to the standards contained herein and the directives listed in Part 6.

1.2 **Personnel.** The contractor shall furnish adequate supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated under this contract. The contractor's office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for services under the contract. All contractors shall have available an English reading, speaking, and writing employee at all times during packing and unpacking services. The contractor may not hire off-duty Quality Assurance Evaluators (QAE) or any other person whose employment would result in a conflict with the Standards of Conduct. Any personnel appearing to be under the influence of alcohol or drugs or using abusive language shall be replaced with qualified personnel for completion of services being performed.

1.3 **Subcontracting.** When it is in the best interest of the Government, the contracting officer may approve subcontracting in accordance with provisions of the DOD FAR Supplement, Part 52, Subpart 52.247-7112, and this Regulation. Such approval will be confirmed in writing and coordinated with the personal property shipping officer.

1.4 **Operating Authority Requirements for Contractors.** The provisions of the FAR, 52.247-2, Permit, Authorities, or Franchises, are applicable for qualification to perform services under this Regulation. A prospective contractor engaged in interstate transportation shall be approved and hold authorization in their own name by the Interstate Commerce Commission or, if engaged in intrastate transportation, a certificate issued by the appropriate state regulatory body will be required. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor shall be responsible for furnishing such evidence of compliance with state law.

#### 1.5 **Quality Control and Assurance.**

1.5.1 **Quality Control.** The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be provided to the contracting officer at the preaward survey conference or the preperformance conference if a preaward survey is not held. When required an updated copy must be provided the contracting officer on the contract start date and as future changes occur. Failure to provide copy is a violation of the requirements under this contract. The program shall include, but not be limited to, the following:



a. An examination and/or testing system covering the services stated in Specific Tasks, Part 5. It shall specify areas to be checked on either a scheduled or unscheduled basis and title of the individual(s) who shall perform the examination and/or testing.

b. A method for identifying deficiencies in the quality of services performed before the level of performance is unacceptable.

c. A file of all examinations/tests conducted by the contractor and when required the corrective action taken when discrepancies have been found. This documentation shall be made available to the Government for review anytime during the term of the contract.

1.5.2 **Quality Assurance.** The Government shall monitor the contractor's performance. Inspection of shipments will be performed by using the Report of Contractor Services, MT Form 360-R. Unsatisfactory service will be further documented by issuance of a Contract Discrepancy Report (CDR), MT Form 352-R. When completed, the CDR will be forwarded to the contracting officer for action. The contracting officer or his representative can take action (set off deduction, cure letter, etc.) against the contractor in accordance with FAR, 52-246-4, Inspection of Services.

1.5.3 **Performance Evaluation Meetings.** The contractor shall meet with the Quality Assurance Evaluator, personal property shipping officer, and contracting officer or designated representative once during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. A meeting, however, should be held whenever a Contract Discrepancy Report (MT Form 352-R) is issued. A mutual effort shall be made to resolve all problems identified. The written minutes of these meetings shall be signed by the contracting officer, contractor, personal property shipping officer, and Quality Assurance Evaluator. Should the contractor not concur with the minutes, the contractor shall state in writing to the contracting officer any areas of nonconcurrence.

1.5.4 **Compliance.** The rights and obligations of the parties to the Performance Work Statement (PWS) shall be subject to and governed by the provisions of the PWS and the requirements and services contained therein. To the extent of any inconsistency between the PWS and other military service regulations, the provisions of the PWS shall take precedence. Compliance with this PWS is mandatory.

1.5.5 **Application.** This PWS contains basic instructions for the packaging, packing, tagging, inventorying, containerization, marking, loading, storing, unpacking, and inspecting of household goods, unaccompanied baggage and extraordinary value shipments. The requirements of this PWS shall be followed whether the work is done by a contractor or by Government employees. This PWS applies to domestic and international Direct Procurement Method (DPM) shipments and local contract moves by motor van. It does not apply to domestic or international TGBL shipments.

## PART 2

### DEFINITIONS

This part defines words and terms commonly used in this performance work statement.

**2.1 Bluebark.** The code word used to designate a personal property shipment of a deceased member.

**2.2 Call number or Lot number.** Locally assigned control number provided by the ordering activity when a requirement for services is placed with the contractor. For inbound shipments the number is normally assigned when the PPSO receives the freight bill or written receiving notice from the contractor. For outbound or local drayage shipments, the number is normally assigned at the time the order is placed with the contractor.

**2.3 Complete Service.** The rate bid per each item includes all related services, such as long carry, stairs, elevators, excessive distances, etc., necessary to perform the complete pickup and delivery of the personal property shipment.

**2.4 Containerization.** The stuffing or loading of personal property into exterior shipping containers.

**2.5 Contracting Officer.** Any person who, either by virtue of position or by appointment in accordance with the Federal Acquisition Regulation (FAR) or supplements thereto, is currently a contracting officer with the authority to enter into and administer contracts and make determinations and findings with respect thereto or with any part of such authority. The term also includes the authorized representative of the contracting officer acting within the limits of his or her authority as delegated by the contracting officer.

**2.6 Direct Procurement Method (DPM).** A method in which the Government manages the shipment throughout. Packing, containerization, local drayage, delivery, unpacking, storage and related services are obtained from commercial firms under a contractual arrangement or by the use of Government facilities and employees. Shipping containers are provided by the Government or contractor; separate arrangements are made with a carrier(s) for transportation; shipments are routed through commercial or Government-operated terminals; transocean transportation is accomplished by Military Sealift Command (MSC), Military Airlift Command (MAC) or commercial air; and separate documents are issued for each segment of the movement from origin to destination. DPM services are classified as follows:

a. **Domestic.** The movement of household goods or unaccompanied baggage within the continental United States (CONUS).

b. **International.** The movement of household goods or unaccompanied baggage between a point in CONUS and a point in an overseas area.

c. **Intertheater.** The movement of household goods or unaccompanied baggage between one overseas theater and another overseas theater.

d. **Intratheater.** The movement of household goods or unaccompanied baggage within one overseas theater.

2.7 Drayage. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, etc., drayage not included applies. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's pickup at destination delivery point, drayage not included applies.

2.8 Government-Owned Containers (GOCs). GOCs include all exterior wooden shipping containers purchased by the Government or constructed by the contractor for services under this contract. GOCs include containers meeting the requirements of Fed Spec PPP-B-580, Fed Spec PPP-B-601, and MTMC PAM 55-12. GOCs include all wooden exterior shipping containers purchased by the Government and received by the contractor awarded those services identified in Schedule II, Inbound Services.

2.9 GCWT. Code to designate gross hundredweight.

2.10 Household Goods. Household furnishings, appliances, clothing, books, liquor, and similar items belonging to a member and immediate family. Snow mobiles and vehicles such as motorcycles, mopeds, golf carts, and boats are authorized to be shipped. Any substances which are hazardous such as flammables and combustibles may not be shipped. In addition, the following items may not be shipped or stored as household goods at Government expense:

a. Automobiles, trucks, vans, and similar motor vehicles; airplanes; mobile homes; camper trailers; farm equipment.

b. Live animals not required in the performance of official duties including birds, fish and reptiles.

c. Cordwood and building materials.

d. Property for resale, disposal or commercial use rather than for use by the member and his or her dependents.

e. Privately-owned live ammunition.

2.11 Lot number. See paragraph 2.3.

2.12 Member or Owner. The military member, civilian employee or agent thereof for whom services are being provided at Government expense.

2.13 NCWT. Code used to designate net hundredweight.

2.14 Outsize Air Cargo. Cargo or containers in a shipment, including consolidated shipments, that have any exterior measurement greater than 72 inches in any dimension (length, width, or height).

2.15 Ordering Officer. The contracting officer of a using activity or an Government individual appointed by the contracting officer authorized to order services under the contract.

2.16 **Owner.** See paragraph 2.12.

2.17 **Packaging.** Application or use of protective measures including appropriate wrappings, cushioning and interior containers.

2.18 **Packed by Owner (PBO).** Those articles packed in a container by the owner (Item 0006 and 0007).

2.19 **Packing.** Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

2.20 **Personal Property.** Refers to either unaccompanied baggage and/or household goods.

2.21 **Personal Property Shipping Officer.** The individual designated by appropriate authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this contract, the term PPSO includes representatives designated to order the services required and to inspect and evaluate those services performed by the contractor for acceptance or rejection.

2.22 **Quality Assurance Evaluator (QAE).** Representative of PPSO who has been appointed as a QAE to be responsible for providing technical assistance to the contracting officer in administration of the contract. The QAE shall be responsible for inspection and acceptance of materials and services rendered by the contractor.

2.23 **Residence.** Normally considered to be the home, barracks, or other dwelling of the service member.

2.24 **Unaccompanied baggage.** That portion of the member's authorized weight allowance of personal property which is not transported free on a ticket used for personal travel and which is shipped separately from the bulk of the household goods. This shipment may be shipped by the expedited transportation mode. Examples are: personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member. (Refer to individual Service Regulations for specific definition of unaccompanied baggage.)

2.25 **Issuing Officer.** Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302-4, accountability for PPGBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper must appear on the PPGBL.

### PART 3

#### GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 The Government shall furnish the items listed below:

- a. PPP-B-580, Government-Owned Containers (GOCs). (Reference Part 6).
- b. DD Form 1387, Military Shipment Label.
- c. Waterproof envelopes.
- d. Government-Owned Container Control Record Form.
- e. DD Form 1299, Application for Shipment and/or Storage of Personal Property, with applicable special order and when required customs forms.
- f. DD Form 1796, Receipt of Unaccompanied Baggage.
- g. DD Form 1384, Transportation Control and Movement Document (TCMD).

3.2 Title to all household goods Type II wooden containers, crates or metal shipping boxes furnished by the Government shall remain the property of the Government.

3.3 Return of Excess Government-Furnished Property. Upon expiration of the contract, the contractor shall return unused Government-furnished forms and supplies to the ordering officer. Returned forms and supplies are to be in good reusable condition.

## PART 4

### CONTRACTOR FURNISHED ITEMS

4.1 Except as provided in Part 3, the contractor is responsible for furnishing all the supplies, materials, and equipment needed to perform the tasks called for in this Performance Work Statement. All contractor-furnished containers become Government property upon their use in Schedule I, Outbound, and Schedule II, Inbound. Containers and packing materials provided by the contractor in intra-city or intra-area moves shall remain the property of the contractor. The contractor is required to order and maintain the mandatory specifications listed in Part 6.

## PART 5

### SPECIFIC TASKS

5. **Tasks and Standards.** The contractor shall perform those services awarded in the schedule to meet the requirements of the tasks stated in this part based on the type of move. Tasks by type of move are reflected in the following chart showing which tasks normally apply to each type of move. Specific requirements for each task are described below. If specific instructions or requirements are not provided, the best available and customarily used commercial practices are acceptable.

Task	Outbound House- hold Goods	Outbound Unaccom- panied Baggage	Inbound House- hold Goods	Inbound Unaccom- panied Baggage	Local Moves
Premove Survey	X				
Weighing	X				
Time Requirements	X				
Preparation, Packing, Loading, and Containerization	X				
Tagging, Inventorying, and Packing List	X				
Appliance Servicing and Unservicing	X				
Containers and Vehicles	X				
Marking Exterior Shipping Containers	X				
Storage	X				
Unpacking/Unloading and Loss and Damage Reports			X		
Documentation	X				
Reports	X				

5.1 **Premove Survey.** The contractor shall determine the nature of personal property offered for shipment either by physical inspection or telephone survey with the owner. The ordering officer may waive this requirement if a survey is not desired by the owner or if the ordering officer deems it unnecessary or impractical.

5.1.1 A physical inspection shall be accomplished for all local intra-city and intra-area moves and outbound household goods shipments which are being picked up from a residence with an estimated net weight of 3,200 pounds or more reflected on the DD Form 1299, Application for Shipment and/or Storage of Personal Property. For shipments of lesser weight, a telephone premove survey shall be made.

5.1.2 The physical premove survey shall be conducted at a time and date which is mutually agreed upon between the contractor and the owner but not later than the day prior to the scheduled pack or pickup date.

## 5.2 Weighing.

5.2.1 The gross, tare, and net weight of all shipments, including unaccompanied baggage, shall be determined through use of the contractor's warehouse platform scales, Government scales, or public truck scales. Each scale used must be properly certified by a state inspector of weights and measures in accordance with the regulations of the state or district having legal jurisdiction over the scales. Personnel designated to operate scales shall be licensed or otherwise qualified as weighmasters if required by the applicable state, commonwealth, or district.

5.2.1.1 When scales are not available or their use is not practical, the application of a constructive weight of seven (7) pounds per cubic foot will be used provided prior written approval is obtained from the ordering officer. (See paragraph 5.2.11 for constructive weight of PBP&E.)

5.2.2 Platform scales will be used for weighing containerized household goods and baggage shipments. When containers are too bulky or heavy for the contractor's scales, public or Government scales will be used.

5.2.3 Public scales will be used for weighing local intra-city and intra-area shipments. The weight of such shipments shall be obtained in the manner prescribed by the Interstate Commerce Commission (ICC) except for intrastate moves. When the state or district regulation is in conflict with the ICC provisions, the state or district regulations shall apply for intrastate moves only.

5.2.4 When available and within a reasonable distance from the pickup or delivery location, the ordering officer will require the use of Government scales. (Note: The contracting officer should insert local policy regarding the availability and use of Government scales.)

5.2.5 Except as otherwise provided herein, the weight of each shipment shall be obtained by determining the difference between the tare weight of the vehicle on which the shipment is to be loaded prior to the loading and the weight of the vehicle with the shipment loaded.

5.2.6 At the time of the tare and gross weighing, the vehicle shall have installed or loaded thereon all pads, dollies, handtrucks, ramps and other equipment required for the transportation of such shipments. No packing or crating materials or supplies shall be loaded on the vehicle at the time of the tare weighing. Neither the driver nor any other persons shall be on the vehicle at the time of either the tare or the gross weighing.

5.2.7 The fuel tanks on the vehicle shall be full at the time of each weighing or, in the alternative, no fuel may be added between the two weighings when the tare weighing is the first weighing performed.



5.2.8 The trailer of a tractor-trailer vehicle combination shall be detached from the tractor and the trailer weighed separately at each weighing providing the length of the scale platform is adequate to accommodate and support the entire trailer at one time.

5.2.9 Shipments weighing 1000 pounds or less shall be weighed on a certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

5.2.10 The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

5.2.11 When professional books, papers, and equipment (PBP&E) are included as part of the shipment, including those packed by owner, the weight of each item individually described on the inventory shall be entered on the same line of the inventory next to the description. The total weight of such articles shall be annotated separately on the inventory and packing list. The PBP&E weight will be obtained using bathroom or platform type scales. If it is not possible or practical for the contractor to weigh the items at the time of packing and pickup, a constructive weight of 40 pounds per cubic foot will be used for PBP&E.

5.2.12 The contractor shall invoice for the net weight of all shipments except for outbound unaccompanied baggage packed by owner (Item 0006 and 0007 of Schedule I). On shipments being delivered when the net weight of the shipment cannot be determined, see paragraph 5.2.13.3. Unaccompanied baggage containerized for final shipment which has a combination of contractor packed baggage (Schedule I, Item 0004) and owner-packed baggage (Schedule I, Item 0006 or 0007) will be invoiced under whichever item constitutes the greater weight of the container.

5.2.13 The contractor shall submit weight tickets, reflecting gross, tare and net weight, in duplicate, properly certified in accordance with ICC, state, commonwealth or district regulations to the ordering officer with applicable documentation. (See paragraphs 5.5 and 5.10.)

5.2.13.1 The weight tickets shall contain the name and address of the weighing station, the date, name of contractor, van or trailer number, name of property owner, applicable call number assigned by the ordering officer, and signature of the weighmaster.

5.2.13.2 For inbound personal property shipments (other than unaccompanied baggage shipments packed by owner), the contractor shall bill on origin net weights obtained from the Personal Property Government Bill of Lading (PPGBL) or other movement document and need not submit a weight certificate, unless a reweigh is ordered. When a reweigh is ordered the contractor should bill on the reweigh weight.

5.2.13.3 If the PPGBL, movement document, or container does not reflect the net weight for inbound shipments (other than unaccompanied baggage shipments packed by owner) or if the PPGBL is unavailable at destination, the contractor shall bill on origin gross weights obtained from the PPGBL, or other available sources, such as containers or supporting documentation. The contractor is required to use all means available (containers, supporting documentation, etc.) to obtain a net weight prior to submitting bill. If bill is submitted on origin gross weight, the contractor is paid for the gross weight based on the net weight bid price.

advised by the ordering officer, a designated representative of the ordering officer or the member shall be permitted to accompany, in a separate conveyance, the contractor to witness the reweigh. This would be at no extra charge and the separate conveyance would not be provided by the contractor.

5.2.14.1 When the weight of a reweighed shipment is less or greater than the origin net or gross weight obtained at the initial weighing, the contractor shall bill on the reweigh weight.

5.2.15 Billing Procedures for CONUS and Overseas Activities. Shipments are payable on the basis of 100-pound minimum weight for unaccompanied baggage and a 500-pound minimum weight for household goods, net or gross weight, as indicated in the bid item.

### 5.3 Time Requirements.

5.3.1 The ordering officer will normally give the contractor notice to commence services ordered herein at least one (1) full work day prior to date specified. Oral orders will be confirmed in writing within two (2) workdays following the date of acceptance of the order by the contractor. The contractor will be available to receive orders between the hours 0800 and 1700. Upon the request of the ordering officer or member, the contractor shall provide information as to whether the service will be performed in the a.m. (0800 to 1200 hours) or in the p.m. (1200 to 1700 hours). This will be based upon the best information available and will be provided at the earliest possible time but not later than 1500 hours of the day before the service is scheduled to be performed. In unusual situations it may be necessary for the ordering officer to direct performance of services at specified times or days. When services are ordered at times or days other than normal duty days and hours, then overtime charges are applicable. When services cannot be completed on the scheduled day, the contractor shall complete all services on the following workday.

5.3.2 Unless unusual circumstances exist, shipments will not be scheduled by the contractor or the ordering officer for pickup or delivery on Saturdays, Sundays, or officially declared Legal Public Holidays unless there is a mutual agreement between the contractor, owner, and ordering officer. The contractor shall not begin pickup or delivery services at an owner's residence before 0800 hours or after 1700 hours without prior approval of the ordering officer or the owner. Contractor shall not begin any service that will not allow completion by 2100 hours without prior approval of the PPSO or the owner.

5.3.3 The contractor shall commence packing for local drayage shipments between 0800 and 1200 hours of the date specified and shall proceed without unnecessary interruption until the required services are fully performed. Delivery and unpacking shall be completed on the agreed date no later than 1700 hours unless otherwise authorized by the ordering officer or the owner.

5.3.3.1 Normally, local drayage shipments in excess of 5,000 pounds cannot be effectively packed, picked up, delivered, and unpacked the same day. Packing of such shipment is done the day before the specified pickup day unless the shipment is estimated by the Government to be in excess of 10,000 pounds in which case two (2) days shall be set aside for packing.

5.3.4 When delivery and unpacking services cannot be completed by 1700 hours of the date specified, the contractor shall contact the ordering officer before suspending operations and return the next workday to complete services.

5.3.5 The contractor shall commence containerization of outbound household goods or unaccompanied baggage at owner's residence or contractor's facility on the date specified. The contractor shall not deviate from specified pickup date unless approved by the ordering officer. If containerization is ordered at the contractor's facility, the household goods or unaccompanied baggage shall be picked up on the date and within the hours specified. Unless a longer period is authorized by the ordering officer, the maximum containerization time allowed at the contractor's facility shall be three (3) workdays following the specified pickup date for household goods and two (2) workdays following the specified pickup date for unaccompanied baggage.

5.3.6 The contractor shall accept from commercial carriers and pickup from commercial, air, water, and military terminals inbound shipments of household goods or unaccompanied baggage. The contractor shall notify the ordering officer upon arrival of a shipment but no later than 1200 hours of the next workday. Delivery shall be effected within three (3) workdays following date of receipt or contractor's notification to the ordering officer of arrival unless otherwise specified. For shipments in storage, delivery to residence shall be effected by the contractor within three (3) workdays following the date of notification for delivery by the ordering officer. The contractor shall not deviate from specified delivery date unless approved by the ordering officer.

#### 5.4 Preparation, Packing, Loading, and Containerization.

5.4.1 The contractor shall prepare articles having finished surfaces susceptible to damage by scratching, marring, soiling, or chafing by wrapping such articles at time of loading at the residence in textile or paper furniture pads, covers (other than burlap) or other acceptable wrapping materials. When storage of these articles is necessary, they shall be afforded the same protection. Upholstered furniture shall be protected by wrapping with paper pads or blankets. All contact surfaces such as corners and edges shall be protected with excelsior, macerated pads or other cushioning materials. Protective wrappings shall be securely taped. Care shall be exercised to avoid placing the tape on any surface of the article being wrapped.

5.4.1.1 The contractor shall disassemble all items of personal property which requires disassembly to ensure safe movement and delivery at destination. Items disassembled by the contractor shall be shown in the remarks section of the inventory as contractor disassembled (CD). The contractor will have tools available for this service at the job site. Third party services, for the disassembly of unusual articles set forth in paragraph 5.6.1.4, may be authorized by the ordering officer.

5.4.1.2 The contractor shall not be required to disassemble swing sets, playground equipment, television and radio antennas, and similar articles. These shall be disassembled by the owner. Items disassembled by the owner shall be shown in the remarks section of the inventory as disassembled by the owner (DBO).

5.4.1.3 All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the contractor in preparation for shipment shall be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

5.4.1.4 Legs or other articles removed from furniture shall be properly wrapped, bundled together, and identified such as dining table legs, six each, and listed as a separate item on the inventory.

5.4.2 The contractor will accomplish all packing in accordance with the provisions of this paragraph.

5.4.2.1 Materials. All material shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment shall be completely obliterated and all material shall be free of any substance injurious to the articles being packed and to the owner. New material shall be used for packing mattresses, box springs, linens, bedding, and clothing. In the absence of any specific standard or requirement for materials listed in this section, materials that are clean, of good quality, commercially available, and appropriate for the purposes intended shall be used.

5.4.2.2 Boxes. Wood or fiberboard boxes used shall be as follows: wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and shall be well manufactured and free from imperfections which may affect their utility. When boxes are ordered, they will be ordered under the appropriate bid item.

5.4.2.3 Cartons. Cartons of solid or corrugated fiberboard shall be used for packing linens, books, bedding, lampshades, draperies, and similar articles. After packing, cartons shall be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons shall be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled shall not exceed 75 inches with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating the name of the manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit and information indicating type of carton (single wall, double wall, etc). Cartons lacking a certificate are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes and cartons shall not be used. Boxes may be used in lieu of cartons when the ordering officer determines that their use is necessary to assure protection and safe movement of the articles.

5.4.2.4 Dishpacks are corrugated fiberboard cartons with a capacity of not less than 5 cubic feet and shall be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile items. When packaging of fragile items has been completed and space is left in a dishpack, such space may be used for packing other light weight items. The sidewalls and ends of the carton shall be of a minimum average bursting strength of 350 pounds per square inch. Not more than 120 pounds of material shall be packed therein. The carton shall be fitted with a cushion pad in the top and bottom with tiers of fiberboard dividers to make cells of various dimensions appropriate for the size of items being placed therein. When the individual items do not completely fill the cell, the void shall be filled with paper. Items shall be wrapped in clean unprinted newsprint and kraft paper. A flat piece of corrugated fiberboard shall be placed between each tier of cells. Each dishpack shall be packed with approximately equal portions of heavy, medium, and lightweight articles. The heaviest items shall be packed in the bottom tier with a divider pad placed on top. Medium weight items shall be packed in a

second layer of the carton in filler cells usually called the "crystal" filler with a divider pad on top of this layer. Lightweight items shall be packed in the top layer in fillers sometimes called the "miscellaneous" filler which should, with the addition of the top cushion pad, fill the carton to capacity that will, with the flaps closed, create a tightly packed unit. All dishpack cartons shall be marked on two sides with the word "UP" with an arrow pointing to the top.

5.4.2.5 Filler material. Good quality paper pads, cellulosic (bubble pack) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper shall be used as a filler.

5.4.2.6 Paper pads. New or clean, if previously used, paper pads shall be used when required.

5.4.2.7 Wrapping. Wrapping paper shall be new or clean and appropriate for the purposes intended.

5.4.2.8 Paper. (Waxed or treated) All waxed paper used shall be manila wax or equivalent. Treated paper may be used if it is "Butcher" type paper.

5.4.2.9 Unicellular polypropylene foam. All unicellular polypropylene foam wrapping material shall be new or clean and conform to Fed Spec PPP-C-1797.

5.4.3 The contractor shall perform all packing in a manner requiring the least cubic measurement, producing packages that withstand normal movement without damage to container or contents and at a minimum of weight. The number and weight of containers shall not be greater than necessary to accomplish efficient movement. At the owner's request, articles such as stereo equipment shall be packed in original containers when furnished by the owner (provided the containers meet minimum standards) for shipping purposes. When original cartons are used for this type of equipment, provisions as indicated in paragraph 5.4.2.3 will apply. The member's name and general contents will be marked on exterior of all cartons.

5.4.3.1 Books. Books shall be packed in cartons. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally shall be packed not more than two rows high in a carton.

5.4.3.2 Chinaware, glassware, crockery, lamps, clocks, jardinieres, statuary, vases, bric-a-brac shall be packed into dishpacks or other suitable containers. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required.

5.4.3.3 Electrical Equipment. Fans, heaters, portable stoves, sunlamps, home computers, microwave ovens, and like items. Such equipment shall be completely wrapped in paper, paper pads, or unicellular polypropylene foam and then packed into an interior carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. All items shall be properly wrapped and padded prior to packing into interior cartons.

5.4.3.4 Kitchenware. All kitchenware shall be wrapped, packed and padded to prevent rubbing and movement when packed into interior cartons.

**5.4.3.5 Linens, Clothing, Draperies, and Like Items.** When not safe for movement in drawers, chests, dressers, trunks, etc., these and similar items shall be packed into new cartons and sealed at the residence. If safe for movement in drawers, chests, etc., the items remaining will be padded to prevent chafing or movement. Clothing on hangers in closets and draperies shall be packed into wardrobes as indicated in paragraphs 5.4.3.5.1 and 5.4.3.5.2. Clothing packed for unaccompanied baggage shipments shall be packed as indicated in paragraphs 5.4.3.5.2 and 5.4.3.12.

**5.4.3.5.1 Upright Wardrobes.** New upright wardrobes shall be used for local drayage shipments. At the option of the service member, either upright or flat wardrobe cartons will be used in containerized international codes of service (Codes 4, 5, 6, and T). If the member expresses no preference, the carrier may select the type of wardrobe used. Empty hangers shall be removed, wrapped, and packed in a separate carton. No items shall be placed in bottom of wardrobes.

**5.4.3.5.2 Laydown Wardrobes.** Laydown wardrobes used for packing unaccompanied baggage and household goods shipments shall be new and of sufficient size to allow clothing to be packed flat. Stuffing, rolling, and excessive folding of items shall not be permitted. Hangers shall be removed from clothing and wrapped and packed in a separate carton.

**5.4.3.6 Fragile Articles.** Mirrors, pictures, and paintings (glass-faced or other than glass-faced paintings), glass or stone table tops, and other fragile articles requiring crating or similar protection. These articles shall be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider shall be provided. No more than four articles shall be packed in any one crate or fiberboard carton. Stone tabletops shall be packed separately. Small pictures, paintings, mirrors, and other articles of this type shall be packed in cartons and shall be sealed at residence.

**5.4.3.7 Lampshades, Ornaments, and Toys.** These and other small items easily crushed shall be wrapped and placed into cartons and insulated from the carton walls and from other items. Lampshades shall be wrapped individually in tissue paper first and then with new paper or new unicellular polypropylene foam and placed into cartons to prevent shifting or damage (one per carton).

**5.4.3.8 Mattresses and Box Springs.** Mattresses and box springs shall be placed in new mattress cartons at the residence and sealed with tape at all joints and seams. All cartons used shall have a minimum average bursting strength of 200 pounds per square inch.

**5.4.3.9 Rugs.** Rugs and rug pads shall be rolled (not folded) for shipment and shall not be subsequently folded or bent. This does not apply to small throw rugs without backing.

**5.4.3.10 Silverware.** Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing shall be individually wrapped in several thicknesses of nontarnish tissue paper or unicellular polypropylene foam. Wrapping of flatware items is not necessary in local drayage moves. Flatware items shall be stacked or nested. When storage chests are available, flat silver shall be nested or cushioned in the chests. Holloware is soft and easily bent and shall be packed in a dishpack, preferably in top half of the carton. Each vessel and cover shall be wrapped separately with the wrapped cover inverted and placed on the vessel so the two will be packaged as a unit.

**5.4.3.11 Appliances and Washers.** The contractor shall service appliances and washers as prescribed in paragraph 5.6.

5.4.3.12 **Unaccompanied Baggage Items.** Unaccompanied baggage items shall be individually packaged in cartons consistent with the protection specified for items of household goods in the preceding paragraphs. Clothing will not be placed loose but will be properly packed in cartons before they are put into an outer shipping container. Fiberboard boxes may be used for items requiring interior packaging.

5.4.3.13 **Expensive and Valuable Items.** When an owner declares certain items as expensive and valuable, the ordering officer shall order the services under Schedule I, Item 0008. Packing and inventorying shall be performed only in the presence of the owner. Drayage, if required, will be ordered by the ordering officer. Cartons for packing these items shall meet the specifications of paragraph 5.7.11.2.

5.4.3.13.1 The contractor shall perform at the owner's residence all exterior containerization services as prescribed in paragraph 5.7 as appropriate for the type of articles, destination, and method of shipment designated by the ordering officer.

5.4.3.13.2 The contractor, when drayage is not required, shall weigh the containerized articles on portable platform scales or bathroom scales, or upon the written authority of the ordering officer, apply a constructive weight of 11 pounds per gross cubic foot of the container.

5.4.3.14 **Owner Packed Items.** Items already packed by owner shall be inspected and repacked by the contractor as per paragraph 5.4, with the exception of Items 0006 and 0007, Schedule I.

5.4.3.15 **Removal of Debris.** Packing and loading at origin shall include, as a minimum, removing from the member's residence all empty contractor-provided containers, packing materials and other debris accumulated incident to packing and loading unless specifically waived by the owner in writing.

5.4.3.16 Upholstered and overstuffed (O/S) furniture items shall be wrapped and padded. No boxes, cartons, or other items shall be placed upon this type furniture. When shipped with other household goods, O/S will be padded, blocked, and braced to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.4.4 The contractor shall exercise care in handling, loading, and padding all items loaded into a closed moving van for local drayage shipments or for movement of outbound household goods or baggage to contractor's warehouse for containerization. All cartons will be stacked, loaded, handled, and drayed in their normal top up position unless as indicated on carton. When tailgating is authorized by the ordering officer, the load shall not extend beyond the surface of the tailgate or beyond the surface of the vehicle. The tailgated items shall be protected from inclement weather by a suitable covering.

5.4.5 **Containerization.** Containerization of outbound household goods and unaccompanied baggage shall be done at the owner's residence, unless otherwise authorized by the ordering officer. Care shall be taken to tightly pack items within the container. Articles shall be padded and stuffed so as to preclude damage. Filler material shall be used to eliminate void spaces. Wadded paper or empty boxes shall not be used. Padded bracing shall be used to prevent movement of items during transit. Large spaces shall be plugged with shock absorbent material such as styrofoam blocks to absorb movement caused by vibration and settling. All shipments shall be protected from the elements (rain, snow, sun, etc.) and theft at all times.

5.4.5.1 Containerization shall be carefully planned for the best utilization of the container and proper distribution of weight to obtain maximum stowage factors. The following are desired minimum stowage factors of shipping containers. Failure to meet the standards will be cause for rejection of the services performed.

a. Fed Spec PPP-B-580 containers - For containers of 166 cubic feet and less - 5.7 net pounds per gross cubic foot of the container; for containers in excess of 166 cubic feet - 5.9 net pounds per gross cubic foot of the container.

b. MTMC Pam 55-12 containers - 5.9 net pounds per gross cubic foot of the container.

5.4.5.2 Extra heavy items such as upright pianos shall be raised and blocked to relieve any strain on the casters and braced with 2 x 4 lumber using cleats nailed through the plywood sheathing or the interior container frame. Braces shall be padded at compression points to prevent abrasion of finished surfaces.

5.4.5.3. Large heavy items such as refrigerators, freezers, and washers shall be placed on the floor of the container using other heavy dense articles such as footlockers, boxes of books, or dishpacks for bracing. Weight distribution shall be kept equal with the center of gravity of the container.

5.4.5.4 Less dense articles such as chairs, small electrical appliances, packed cartons, or small furniture articles shall be used in the middle layer and light weight articles on the top layers. All space shall be filled or top bracing shall be installed in a partially filled container. Empty cartons do not suffice as bracing. Bracing shall be placed horizontally and held down by side cleats to prevent the movement of articles within the container. Cushioning material should be used to fill gaps so shifting of the articles is not possible.

5.4.5.5 **Firearms.** When firearms are included in containerized shipments, they shall be placed in the number one container in such a manner to permit easy withdrawal for inspection.

5.4.5.6 **Bicycles.** Bicycles, when shipped as a separate item and not included within a container, shall be packed in cartons meeting Fed Spec PPP-B-1364 as a minimum. Cartons shall be constructed and fabricated in a configuration which will permit containerization of the bicycle without removal of the front or rear wheels. For shipments other than local drayage, the handle bars shall be loosened, lowered, turned at right angle to their usual position, swung downward, and retightened. Wheels or mechanisms on multispeed bicycles shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above back fender. Before placement into the carton, protective wrapping and padding shall be applied where necessary to prevent damage. After placement within the carton, adequate interior packaging shall be placed in void areas to prevent shifting or movement during transit. The bicycle shall be placed upright in a fiberboard container. The carton shall be sealed with a suitable tape and strapped girthwise at one third the distance from each end. The word "UP" with an arrow pointing to the top of the carton shall be stencilled in black letters a minimum of 2 inches high on each side.

5.4.5.7 **Boats.** Boats may include, but are not limited to, the following: boats, canoes, skiffs, light rowboats, kayaks, sailboats, and boat trailers. The contractor shall be required to accept a boat and/or boat trailer. Components and boat accessories that will not fit into a PPP-B-580 container will be containerized in accordance with Fed Spec PPP-B-601.



#### 5.4.5.8 Security Seals.

5.4.5.8.1 International Household Goods. All exterior household goods containers and boxes, including overflow and oversize boxes and rug tubes/cartons, will be sealed with accountable seals at point of pick-up, unless an exception is authorized by the responsible PPSO. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory, cross-referencing the container number. Four seals, as a minimum, will be used per box and seals will secure the access overlap door and side panels.

5.4.5.8.2 International Unaccompanied Baggage. All exterior unaccompanied baggage containers will be sealed with accountable seals at point of pickup. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory. Two seals, as a minimum, will be used per box and seals will secure the access overlap top and ends. If only two seals out of a set of four are used, the seals not used should be destroyed at the time of sealing or given to the member.

#### 5.5 Tagging, Inventorying, and Packing List Preparation.

5.5.1 The contractor, in coordination with the owner, shall prepare an accurate legible household goods descriptive inventory similar to Figure P-1. When an article is packed in an original container furnished by the owner, the inventory shall indicate type of article and will be shown as "CP", packed by the contractor. All tagging will be accomplished prior to removal of goods from inside of residence. Tags will not be placed on finished surfaces. The contractor shall:

5.5.1.1 Identification. Identify cartons by type and cube with an indication of general contents; such as, linens, pots and pans, 3.5 cubic feet, etc. The contractor shall diligently count and examine all goods tendered for shipments, receipt for them and make appropriate written exception for any goods not in apparent good order. Each carton shall be tagged and inventoried as a separate inventory line item.

5.5.1.2 Avoid the use of words such as "household goods, kitchenware, glass, and misc." or other general descriptive terms in the preparation of the inventory. Describe in as much detail as possible items of furniture; for example, television sets should be identified as being either "color" (C) or "black and white" (B&W) and console or portable, as appropriate.

5.5.1.3 Symbols. The "Exception Symbols" and "Location Symbols," as shown at Figure P-1, shall be used to describe locations and exceptions. Locations and exceptions shall be true and accurate. The omission of exception symbols shall indicate good condition except for normal wear. Contractor shall not use terms "all over" and "everywhere." Each exception and location shall be listed separately and not collectively, i.e. SCRATCHED, LEFT SIDE BOTTOM, GOUGED ON TOP FRONT EDGE. Inventory will read, SC-5-9=2,G-10-4-12 and not SC,G,5,9,2,10,4,12.

5.5.1.4 Ensure that the terms "PROFESSIONAL BOOKS (PB)," "PROFESSIONAL PAPERS (PP)," "PROFESSIONAL EQUIPMENT (PE)," or "PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBPE)" are used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container, such as, carton PB 3 cubic ft., 120 lbs. These items identified by the member, shall be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. Symbols PB, PP, PE, PBPE, as appropriate, shall be used. The total weight of the packed professional items shall be recorded on the 1st page of the inventory for local drayage moves and on the packing list for outbound household goods and unaccompanied baggage shipments.

5.5.1.5 List on the inventory the general contents of items which are packed by contractor (CP) or member (PBO) in dresser or chest of drawers, footlockers, trunks or seabags, or indicate empty.

5.5.1.6 Motorcycles, mopeds, and motorscooters shall be inventoried, as one line item, listing their serial number, make, year, model, and odometer reading.

5.5.1.7 Identify all packing done by member as (PBO) or packed by contractor as (CP). When the ordering officer permits the contractor to partially containerize a shipment at the warehouse, each item removed from the residence shall be annotated on the inventory as containerized warehouse (CW).

5.5.1.8 Annotate the receiving document or inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers and condition of security seals each time custody of the property changes from a storage contractor (warehouseman) to the contractor or from one contractor or carrier to another.

5.5.1.9 Removal from Nontemporary Storage. When the personal property is to be removed from nontemporary storage (NTS) the contractor shall obtain from the storage contractor two legible copies of the nontemporary storage inventory and in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If at the time each item is checked there is a difference in condition of the item from that listed on the nontemporary storage inventory, the contractor shall prepare an exception sheet and such differing conditions shall be noted thereon. When the contractor elects to make a new inventory, differences as to condition of individual items as compared with the nontemporary storage inventory, shall be shown on an exception sheet as described above. In the event the opinions of the contractor's representative and storage contractor's representative differ as to shortages and overages or condition of an item(s), both opinions shall be listed on the exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such exception sheet shall remain an internal industry document. In the event a claim is filed, the contractor shall provide legible copies of the exception sheet, if any, to the appropriate claims officer.

5.5.1.10 Preparation of Inventories. Inventories prepared on shipments released from nontemporary storage shall indicate the same article identification and item number as on the nontemporary storage inventory or a cross-reference shall be made on the new inventory indicating the item number and identification from the nontemporary storage inventory. The use of legible photo reproductions of the storage contractor's inventory in lieu of preparing a new inventory is permissible.

5.5.1.11 Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment shall be separately identified by lot number except for local moves when only a single shipment is placed in the van. Each article shall be assigned a number which must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified.

5.5.1.12 Identify items disassembled or serviced by contractor or by third party at origin and record such items in the remarks section of the inventory.

5.5.1.13 When available, use the same inventory prepared at origin to verify delivery and condition of the articles at destination.

5.5.1.14 **Rugs and Pads.** Large rugs and pads shall be listed separately by color and size on the inventory. When small rugs are listed as bundles, the number of rugs in each bundle shall be shown on the inventory.

5.5.1.15 **Inventory Form.** The inventory form shall bear the signature of the owner, and date signed, together with the signature of the contractor's representative and date signed certifying to its accuracy and completeness.

5.5.1.16 **Shipments to Multiple Destinations.** Whenever an owner has shipments to multiple destinations, a separate inventory shall be prepared for each shipment. At time of pickup, the contractor shall insert in the heading of the inventory(ies) the method of shipment and geographic destination of the goods.

5.5.2 The contractor shall prepare the inventory in five (5) copies for outbound shipments and in three (3) copies for local moves. The original and all copies shall be legible and shall bear the name and complete mailing address of the contractor.

5.5.2.1 **Local Drayage Moves.** For local drayage moves, the original inventory shall be furnished the ordering officer; one (1) copy shall be retained by the contractor, and one (1) copy given to the owner when loading is completed.

5.5.2.2 **Outbound Household Goods and Unaccompanied Baggage Shipments.** For outbound household goods and unaccompanied baggage shipments, the original inventory will be furnished to the ordering officer, one (1) copy will be retained by the contractor and one (1) will be given to the owner. The contractor shall place in a waterproof envelope secured to the No. 1 container: One (1) copy of the inventory; one (1) copy of the DD Form 1299 (Application for the Shipment and/or Storage of Personal Property), and if an overseas shipment, one (1) copy of the owner's orders and custom's document, when applicable. Additionally, for household goods, the contractor shall place an envelope containing the following documents in an easily accessible location inside the No. 1 container. One (1) copy of the packing list, and exception sheet for shipments released from nontemporary storage (if appropriate). For unaccompanied shipments, the contractor shall place one (1) copy of the member's orders inside the carton prior to sealing. The member will be required to furnish all necessary copies of their orders.

5.5.3 **Property Picked Up from a Military Installation Warehouse.** When personal property is picked up by the contractor from a military installation warehouse, the contractor shall use the DD Form 1796, Receipt for Unaccompanied Baggage, prepared by the installation warehouseman and signed by the member as the original transfer document. The package numbers on the DD Form 1796 shall be cross-referenced on the contractor's inventory and packing list when overpacking is required.

5.5.4 **Packing Lists.** One of the packing lists as identified in Figure P-1 or P-2 will be used when appropriate. The contracting officer will advise the contractor as to the required packing list prior to the start date of the contract.

5.5.4.1 The contractor shall prepare a packing list at the time the goods are packed, noting therein the number of each piece, the weight and cubic measurement. The total weight of professional books, paper, and equipment shall be listed separately on the packing list. The packing list/inventory packing list will be prepared in five (5) copies and distributed per paragraph 5.5.2.2.

5.6. **Appliance Servicing and Unservicing.**

5.6.1 The contractor shall service appliances by securing the item in such a manner that it will withstand handling and transportation. After servicing, a tag or label shall be attached to the appliance to indicate that it must be serviced at destination prior to its use (reversing the process performed at origin). Tagging is not required on local moves.

5.6.1.1 Washers. Washers requiring servicing shall be secured with washer kits, washer packs, washer locks, or special plastic inserts. The use of sheet fiberboard or cardboard shall not be used. Hoses will be removed, wrapped, and placed in drum of washers.

5.6.1.2 Record player. The tone arm of a record player shall be secured with tape and the turntable shall be anchored with the built in screws, when present.

5.6.1.3 Loose parts of refrigerators, freezers, and stoves shall be secured to prevent movement or removed and packed separately. Electrical cords will be secured.

5.6.1.4 Items of unusual nature may require service by a third party which is arranged by the contractor. The contractor shall not arrange for third party servicing without the authorization of the ordering officer. The charges for third party service shall be billed by the contractor as a separate charge on the invoice and supported with two (2) copies of the third party company's invoice. Examples of items of an unusual nature are: shrinks, wall units and grandfather clocks.

5.6.2 Unservicing of Appliances. The contractor shall perform unservicing of appliances at destination by reversing the procedure used for servicing. If third party unservicing is required and approved by the ordering officer, the contractor shall bill the services as prescribed in paragraph 5.6.1.4.

5.6.3 Servicing and unservicing of appliances shall not include connecting or disconnecting services. This is the responsibility of the owner.

## 5.7. Containers and Vehicles.

5.7.1 Government-Owned Containers (GOCs). GOCs are containers constructed in accordance with Fed Spec PPP-B-580 described as Box, Wood, Household Goods. These containers have a capacity of 1,500 pounds with an interior cube of 171 feet and gross cube of 193 feet. The contractor shall caulk PPP-B-580 boxes at time of assembly. The caulking shall be a non-hardening type in a continuous strand or rope form, not less than 1/4 inch in diameter. For previously used boxes, if the caulking has dried and become brittle, or if caulking has been improperly applied or separated from the wood members, new caulking shall be applied where necessary. When patches are used for repair of a container, the patch shall also be caulked. GOCs also include those containers listed in MTMC Pam 55-12, those meeting Fed Spec PPP-B-601 and wooden overflow and oversize containers purchased by the Government or received by the contractor awarded the Schedule II, Inbound Services contract. GOCs shall be used to the extent as they are available for Schedule I, Items 0001 through 0005, before using contractor-furnished containers.

5.7.1.1 Unacceptable containers are those that have been extended to accommodate oversize or overflow items, any panel bowed or bulging beyond their normal conformity, those with deteriorated plywood (either rotted or delaminated), those caulked on outside seams or joints, and those patched without the use of caulking compound. Patches on the outside surfaces are not acceptable because they increase the overall dimension and are subject to being scraped off during handling. The floor shall be solid and all skids installed and in sound condition.

5.7.2 MTMC Pam 55-12 and Fed Spec PPP-B-580 containers shall be caulked during assembly. Doors shall be caulked on the matching face prior to closing at residence and not by caulking on the outside after closure. Doors will match and fit properly. All GOCs and contractor-furnished containers will be free of defects (holes, loose or broken framing, missing skids, caulking repairs, separated plywood, etc.). All repairs will be done prior to delivery to residence.

5.7.3 Overflow and Oversize Items. Containers for overflow and outsize items such as rugs and sofas, shall be constructed in accordance with PPP-B-601 and caulked during assembly.

5.7.4 Containers for articles such as large pieces of marble or glass table tops that require more protection than the standard packing techniques shall be constructed in accordance with MIL-C-52950. These containers shall be used for interior packing purposes.

5.7.5 Skids. Any container that must be handled with a forklift shall be constructed with two or more skids. All wooden containers entering the Defense Transportation System with a gross weight of 100 pounds or more or with length and width dimensions of 48 inches by 24 inches or more shall be equipped with two skids of not less than a minimum of 3 inches high and 3 1/2 inches wide. Skid sizes shall be in accordance with PPP-B-601.

5.7.6 Banding. Containers of plywood construction shall be banded with 3/4 inch wide steel strips, .023 inch thick meeting the requirements of Fed Spec QQ-S-781 or of equal quality. One band shall be placed vertically at each end of each side encircling the top, sides and bottom, and one band placed horizontally encircling the ends and sides.

5.7.7 Coopering of Government-owned containers shall be performed when authorized by the ordering officer. Patches shall not increase the overall container dimensions.

5.7.8 Markings. The contractor shall mark all Government-owned containers by stenciling with letters at least one inch high. Freehand marking shall not be used. Felt tip markers shall not be used. Each container shall be stenciled with all required elements.

5.7.8.1 Permanent markings on containers conforming to Fed Spec PPP-B-580 and MTMC Pam 55-12 shall be as listed below. In obliterating old shipment markings from these containers and preparing the surface for remarking, permanent markings shall not be removed. All old shipment markings shall be obliterated prior to delivery to residence. If the permanent markings are removed or are illegible, the following permanent markings shall be stenciled or painted (see Figures P-3 and P-4) in black letters 1 1/2 inches high:

On one side and one end:

USE NO HOOKS  
STORE UNDER COVER  
U.S. PROPERTY  
MTMC APPROVED

In the appropriate places:

CENTER OF BALANCE  
LIFT HERE  
FORKLIFT HERE

5.7.8.2 On Fed Spec PPP-B-580 and MTMC Pam 55-12 containers, the following additional permanent markings shall be stenciled on one side and one end toward the top of the container in black letters 2 inches high. The contractor shall stencil the word "UP" with an arrow pointing to the top of the container. Then under "UP" on an orange background not to exceed 8 x 10 inches in black letters approximately 2 inches high, the contractor shall stencil "DPM." The word "EXPEDITE" shall be symmetrically spaced below in 1 1/2 inch high black letters. (See Figures P-3 and P-4.)

5.7.8.3 Each interior package and carton shall be marked to indicate the general contents and member's last name. Markings shall be done legibly with a broad felt-tip marker. All marking shall be on the container not on the tape.

5.7.8.4 Surfaces to be marked shall be free of oil or grease. Marks not applicable to current shipment shall be obliterated with paint prior to arrival at residence. Shipments identified as "BLUEBARK" shall be stenciled in 1-inch letters with the code word BLUEBARK above the GBL number.

5.7.8.4.1 As a minimum, the property owner's last name shall be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information correctly stenciled on the container prior to departure for onward movement.

5.7.8.4.2 Stenciling. Stenciling of DPM HHG (Figure P-5) shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (c/o Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service, and SSN

HHG: Household Goods

GROSS:

TARE:

NET:

CU:

\_\_\_\_\_ of \_\_\_\_\_ Pieces (Number and Total Number of Pieces)

CODE OF SERVICE: DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE): As applicable

THRU (POD): As applicable

5.7.8.4.3 **Military Shipment Label.** When the container size or configuration cannot be stenciled, the contractor shall prepare and permanently affix (not stapled) to the container the appropriate Military Shipment Label, DD Form 1387 (Figure P-6).

5.7.9 Containers must be dry and clean prior to stuffing. Containers moving by flatbed equipment in local pickup or delivery service shall be covered with a waterproof tarpaulin or other material providing equal protection, when local weather conditions dictate. The waterproof tarpaulin shall cover the cargo on the top and sides down to the vehicle bed and all surfaces over the overhang. Protective covering shall be available on the vehicle when laden with property subject to this contract.

5.7.9.1 When the contractor moves containers via flatbed type vehicle, the containers shall be loaded in an upright position and shall not protrude beyond the rear edge of the vehicle bed surface more than twelve (12) inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight bearing surface of the skid.

5.7.9.2 **Overflow Containers.** Overflow containers (Item 0003 of Schedule I) shall be limited to use for those items that accumulate over and above that which can be packed into a PPP-B-580 or MTMC 55-12 container. The construction of an overflow container shall be in accordance with PPP-B-601. The overflow container normally is of lesser size than a PPP-B-580 or MTMC Pam 55-12 and must be limited to one per shipment.

5.7.9.3 **Oversize Containers.** Oversize containers (Item 0003 of Schedule I) shall be limited to use for a single item which exceeds the dimensions of and cannot be accommodated in a PPP-B-580 or MTMC Pam 55-12 container and therefore requires a specially built container. One or more of this type may be required per shipment. These containers shall be constructed in accordance with PPP-B-601 and the exterior container dimensions furnished to the ordering officer.

5.7.9.4 **Other Shipments.** Containers constructed for other shipments (Item 0003 of Schedule I) shall be constructed in accordance with PPP-B-601 and caulked during assembly. Other shipments are defined as small shipments which require a lesser size box (container) than specified in Fed Spec PPP-B-580 or MTMC Pam 55-12.

5.7.10 The contractor shall report, store and when directed by the ordering officer reposition Government-owned household goods containers. When repositioning is ordered, the contractor shall load on vehicles.

5.7.10.1 The outbound contractor, when directed by the ordering officer, shall pick up and store empty Government-owned containers from other local carrier or Government facilities within the contract area of performance. When the contract is awarded to different contractors, storage of the Government-owned containers is the responsibility of the outbound contractor unless otherwise directed by the ordering

officer. The storage of containers contemplated under this contract means, as a minimum, that containers, if not stored within a building, shall be stored under cover (protected from precipitation, ground water or other moisture).

5.7.10.2 **Serviceable/Unserviceable Containers.** The contractor shall not commingle serviceable or unserviceable containers. After inspection by the ordering officer, these two categories of containers shall be segregated. The inspection and disposition schedule shall be mutually agreed upon by the ordering officer and contractor. Upon completion of the inspection process the Government inspector will mark, by spraying, with red paint all containers identified as unserviceable. The marking shall consist of the word "CONDEMNED" stenciled in one inch letters and an "X" placed on one side, one end, and one interior panel of each container. Unserviceable containers shall be disposed of at no cost to the Government.

5.7.10.3 The new outbound contractor shall pick up the serviceable empty Government-owned containers from the previous contractor(s) not later than 30 calendar days after commencement of the contract.

5.7.10.4 **Government-Owned Container (GOC) Report.** The contractor shall submit a GOC report (a local form or for Air Force Installations, AF Form 384). The report shall be submitted to the ordering officer fifteen (15) days after the contract start date and thereafter on the first workday of each month. The contractor shall keep an accurate, up to date count of all GOCs.

5.7.11 **Unaccompanied Baggage Containers.** Unaccompanied baggage containers shall meet the following specifications:

5.7.11.1 **Domestic Shipments.** Fed Spec PPP-B-640 - Boxes, Fiberboard, Corrugated, Triple-wall, Class 2, Style E or Fed Spec PPP-B-1364 - Box, Shipping, Corrugated Fiberboard, High Strength, Weather-Resistant, Double-Wall (Style RSC or OSC).

5.7.11.2 **Overseas Shipments.** Fed Spec PPP-B-601 Boxes, Wood, Cleated Plywood - Style A or Fed Spec PPP-B-640 Box, Corrugated Fiberboard, Triple wall - Class 2 Style E or Fed Sp PPP-B-1364 Box, Corrugated Fiberboard, High Strength, Weather-Resistant, Double Wall (Style RSC or OSC), or Fed Spec PPP-B-580 Box, Wood Household Goods.

5.7.12 Normally, unaccompanied baggage shipments will be limited to a gross of 15 cubic feet and 300 pounds. Larger shipments of unaccompanied baggage may be placed into tri-wall fiberboard containers up to a gross of 70 cubic feet. The contractor shall secured these containers on wooden pallets for handling with a forklift. This applies to domestic and overseas shipments unless larger containers are approved by the ordering officer. Telescoping of exterior shipping containers shall not be authorized.

5.7.13 **Sealing and banding of fiberboard shipping containers shall be as follows:**

5.7.13.1 The contractor shall seal fiberboard shipping containers at the owner's residence by sealing all seams and joints with pressure sensitive tape. The tape shall be a minimum of 6 inches over each seam or joint edge.

5.7.13.1.1 Fiberboard shipping containers of 15 cubic feet or more shall have 2 (two) additional strips of tape, one on each side half overlapping the first tape, so that the seam when taped, is a minimum width of 4 (four) inches. When completed, the middle seam where the flaps come together and the edges of the flaps shall all be similarly taped.



5.7.13.1.2 The contractor shall band fiberboard shipping containers either at owner's residence or contractor's facility with flat steel banding or nonmetal banding which meets the requirements of PPP-S-760B or of equal quality. The banding shall be tensioned to effect an adequate closure without damaging the fiberboard.

5.7.13.1.3 Fiberboard containers in excess of 15 cubic feet shall be banded both vertically and horizontally. One band shall be placed vertically at each end of each side encircling the top, sides and bottom and one band placed horizontally encircling the ends and sides.

5.7.13.1.4 Trunks and Footlockers. Trunks and footlockers may contain a properly packed quantity of household goods that is reasonable for the construction and condition of the container (see paragraph 5.4.3). All trunks and footlockers, when used as an exterior shipment container, shall be covered girthwise with double-faced corrugated fiberboard and strapped with steel strappings. Two straps shall encircle the top, bottom, and sides of the item and one strap around the sides and ends.

5.7.14 Marking and Tagging of Unaccompanied Baggage. All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Any marks not applicable to the shipment shall be obliterated with paint prior to arrival at residence or pick up point. All marking shall be clear and legible. Lettering shall be of equal height and proportional to the available space on the container. The address markings (Figure P-7) shall be the most conspicuous marking on the container and as large as available space permits. As a minimum, the property owner's last name should be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information on all containers prior to departure for onward movement.

5.7.14.1 Marking shall be placed on two surfaces of each container. Markings on barracks bags, duffle bags, and similar articles shall be placed on one surface.

5.7.14.2 Marking of exterior containers shall be accomplished by stenciling. When the container size or configuration will not accommodate stenciling, the appropriate DD Form 1387 label (Figure P-8) shall be used.

5.7.14.3 Marking of unaccompanied baggage shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (C/O Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service, and SSN

UB: Unaccompanied Baggage

GROSS:

TARE:

NET:

CU:

\_\_\_\_\_ of \_\_\_\_\_ Pieces (Number and Total Number of Pieces)

CODE OF SERVICE: DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE): As applicable

THRU (POD): As applicable

#### 5.7.15 Vehicles.

5.7.15.1 Vehicles used for pickup and delivery shall be either closed moving van or a flatbed type vehicle for hauling containers. Vans shall be clean and free from holes or conditions which would permit the entry of water. Doors when closed shall fit tightly and securely. Equipment within the van shall be in good repair. Furniture pads shall be clean, in good condition, and in sufficient quantity. The vehicle shall be free of obvious defects to wheels, brakes, hitches, safety devices and leaks in systems containing liquids or air. Vehicles in violation shall be rejected and replaced with a satisfactory vehicle prior to completion of services.

5.7.15.2 Flatbed or Open-Type Vehicles. When flatbed or open-type vehicles are used to transport containerized personal property, a weatherproof tarpaulin of sufficient size to fully cover the cargo reaching to the floor of the vehicle on all sides shall be used when local weather conditions dictate. Such protective covering shall be available on the vehicle when laden with property subject to this contract.

#### 5.8 Storage.

5.8.1 Vehicles shall not be used for the storage of shipments. Pickup and drayage includes placing the goods within the facility on the pickup date specified in the order; however, at the latest, the shipment shall be placed in the facility no later than the day following pickup.

5.8.1.1 All personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of two inches of clearance from the floor to the undermost portion of the personal property. In addition, the property shall not be stored in contact with exterior walls. Height of household goods stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and similar items are excluded from this requirement.

5.8.1.2 Shipping Containers. The contents of containerized shipments shall not be removed from containers when placed in storage. Loaded containers shall be stored in an upright position on the weight bearing surface of the skid. Shipment shall

not be decontainerized prior to delivery to residence unless ordered by the ordering officer.

5.8.1.3 Identification. All outbound shipments shall be properly identified by the member's name, GBL number, and call or lot number. Such identification shall be in plain view on each lot.

5.8.1.4 Rugs and Carpets. Rugs and carpets shall be fully covered and stored on racks in a horizontal position without folding.

5.8.1.5 Upholstered and overstuffed furniture items stored loose on racks shall be placed in an upright (normal) position and covered and protected against dust. No boxes, cartons, or other items shall be placed upon this type furniture. When items are placed in individual room storage or when containers are used for warehouse storage, they shall have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.8.1.6 All articles having surfaces susceptible to damage by scratching, marring, and similar hazards shall be covered with appropriate padding and stored in such a manner to afford protection.

5.8.2 Storage Charges. Storage charges for outbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of ordering officer's receipt of contractor's notification of completion of containerization service. Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.3 Storage charges for inbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the ordering officer of arrival of shipment. Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.4 When the contractor cannot release a shipment from storage or deliver a shipment on the date requested by the ordering officer, the storage charges shall cease on the requested date instead of the actual date of release.

5.8.5 The ordering officer may authorize storage up to 270 days in 90-day increments. Storage beyond the 270 days may be authorized by higher headquarters of the military service concerned. The ordering officer will notify the contractor of the expiration date of storage at Government expense. The contractor shall collect costs from the military members for all storage above that which is authorized by the ordering officer.

5.8.6 Facilities. The minimum standard for qualification of a contractor's warehouse is that it must either have (1) an acceptable automatic sprinkler system or (2) a supervised fire detection and reporting system. Installed fire protection systems must be accredited by the cognizant fire insurance rating organization for insurance rate credit. Additionally, the facility will be protected by an adequate water supply for fire fighting and a fire department which is responsive 24 hours a day. Statements for the cognizant fire insurance rating organization, municipal fire department, or local authority, having jurisdiction, will be used as a basis for determining the sufficiency or adequacy of a fire fighting water supply and the

responsiveness of a fire department to protect a facility. Upon receipt of award, the contractor shall furnish to the contracting officer evidence of the kinds and minimum amounts of insurance covering work to be performed. The contractor shall maintain at least the minimum insurance coverage required as specified in FAR 28.307.2 throughout the contract period for the following policies: (1) Workmen's Compensation Insurance \$\_\_\_\_; (2) Comprehensive General Liability Insurance \$\_\_\_\_, and Automobile Liability Insurance \$\_\_\_\_. Each policy shall contain an endorsement that cancellation or material change in the policy shall not be effective until after a 30-day written notice is furnished to the contracting officer.

5.8.6.1 The contractor shall perform good warehouse keeping practices. The warehouse shall not show evidence of insect and rodent infestation and a periodic program shall be established, either self administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. The warehouse shall afford adequate protection from pilferage and theft. There shall be suitable provisions for the collection and disposal of packing materials, crates, and other similar trash; dust and dirt shall not be prevalent; working supplies shall be properly located; and equipment shall be maintained in a good condition. The outside area shall be maintained in compliance with National Fire Protection Association (NFPA) standards or in accordance with local fire and building codes. Trash and other debris shall be kept at least 20 feet from the warehouse. The contractor shall maintain a locator record for all outbound and inbound shipments within the warehouse.

5.8.7 Inspection of Contractor's Facility. The contractor's facility will be initially inspected, if applicable, and approved by a representative from the contracting office or PPSO for compliance with this contract and the standards and regulations stated or referenced therein. Thereafter, inspections will be on a quarterly basis or, if deemed necessary, on a more frequent basis. If a facility is found to be unsatisfactory, it may be declared ineligible to receive further orders under the contract.

#### 5.9 Delivery, Unpacking, Unloading, and Loss and Damage Reports.

5.9.1. The following information shall be furnished the ordering officer on each individual shipment: Name and rank of the property owner, GBL number, number of pieces, size and type of containers, weight and name of carrier. When markings on the containers or documents indicate the shipment is for a deceased member (BLUEBARK), this information shall also be provided. The above information shall be obtained from the freight bill, copy of the GBL (when furnished by carrier), container markings, or documents attached to the containers.

5.9.2 Unloading and unpacking, upon delivery to the residence, shall include the one-time laying of rugs, assembling of disassembled furniture, deservicing of appliances, and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. The contractor shall not be required to move items after once placed as designated. Third party services as set forth in paragraph 5.6.1.4 shall be performed when authorized. Unless specifically waived by the owner, in writing, unpacking services shall be performed. The contractor shall have the owner certify and sign on the inventory or delivery document that unpacking was or was not performed. The contractor shall have all tools for reassembling on hand. The contractor shall at all times protect the shipment from the elements (rain, snow, sun, etc.) and theft.

**5.9.2.1 Unpacking Service.** Unpacking service shall consist of unpacking, on a one-time basis, all barrels, boxes, cartons, and crates. The contents shall be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and proximity of the area desired by the owner, but does not include arranging the article(s) in a manner desired by the owner. Removing from the owner's premises all empty containers, packing material, and other debris shall be performed at the time the goods are delivered to the residence unless specifically waived in writing by the owner. The waiver shall be held in the contractor's files for further reference.

**5.9.3 Recording Damage or Loss.** When unloading or unpacking articles at the destination residence, the contractor shall, in coordination with the owner, check the inventory prepared at origin and inspect each article for loss or damage. The contractor shall record damage and loss on a DD Form 1840, Joint Statement of Loss or Damage at Delivery (Figure P-9). The DD Form 1840 shall indicate any difference in count and condition from that shown on the inventory prepared at origin and shall be jointly signed by the contractor and the owner. For split shipments or partial deliveries, a DD Form 1840 will be completed whenever property is delivered to member.

**5.9.3.1** The DD Form 1840 shall be prepared in five (5) copies by the contractor. The contractor shall furnish the member three (3) copies of the completed form and obtain a receipt; therefore, on the space provided on the form and provide the member three (3) copies of the DD Form 1840R, Notice of Loss or Damage (Figure P-10). The contractor shall furnish the ordering officer a completed copy of the form within seven (7) workdays after delivery. One copy of the form will be held in the contractor's files for further reference.

**5.9.4 Claims.** The contractor shall make prompt settlement directly to the member or the Government on any claims for loss or damage for which there is liability under the provisions of this contract. Beginning with receipt of the claim the contractor shall inform the originator of the claim, in writing, at the expiration of each succeeding 30-day period until resolution of the claim, of the status of the claim and the reasons for delay in making final disposition thereof. The contractor shall furnish the quality assurance or quality control office/division of the PPSO serviced under this contract an information copy of all claims correspondence or related documents within 10 days of the receipt or dispatch by the contractor, as applicable. The contractor shall also furnish the contracting officer a monthly list of all claims which have not been resolved within the preceding 120-day period. The list of claims shall identify the claimant, the claimant's address, the delivery order number, the date the claim was received, the amount of the claim, and the reason why the claim has not been resolved. The proper and timely resolution of claims is of the essence to this contract. The ordering officer shall retain the correspondence in the contractor's quality assurance file for evaluation and reference purposes until one year after contract expires. The Government reserves the right to consider any and all claims, paid or unpaid, by the contractor, under the Disputes Clause of the contract.

#### **5.10 Documentation and Reports.**

**5.10.1** Contractor-furnished documents and forms prepared by the contractor and Government-furnished documents and forms partially completed by the contractor shall be accurate and legible.

5.10.2 GBLs and similar documents covering outbound shipments shall be picked up from the ordering officer by the contractor each workday or obtained in accordance with locally established procedures such as mail or courier.

5.10.2.1 On outbound shipments, the contractor shall complete by typing information on the original GBL, SF 1203 and all copies, as follows and distributed per paragraph 5.10.2.4.

a. Block 26 (Packages). Enter the number and kind of containers, such as 1 F/L, 2 CTNS, etc.

b. Block 27 (Description of Shipment). Enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

c. Block 28 (Weight). Enter the gross, tare, and net weight.

5.10.2.2 On outbound overseas shipments, the contractor shall complete by typing information on the original Transportation Control and Movement Document (TCMD), DD Form 1384 (Figure P-11) and all copies, as follows and distributed per paragraph 5.10.2.5:

a. Block 22 (Pieces). Enter the total number of pieces in the shipment.

b. Block 23 (Weight). Enter the gross, tare and net weight.

c. Block 24 (Cube). Enter the total cube of the shipment.

5.10.2.3 Carrier Pickup of Shipments. Within one (1) workday after the property is ready for shipment, the contractor will contact the assigned carrier, as indicated on the GBL, to arrange for pickup. When shipments are not picked up by the assigned carrier by close of business of the next workday following the day the contractor notified the carrier, the contractor shall notify the ordering officer of the carrier's failure to pickup the shipment not later than 9 a.m. of the following workday.

5.10.2.4 On all outbound shipments moving by GBL the contractor shall surrender the original and copies 2, 3, and 4 of the GBL to the carrier when shipment is picked up and return copies 5, 6, and 7 of the GBL to the ordering officer not later than COB the next workday after the day the shipment is picked up. All copies of GBL returned to the ordering officer shall bear a legible pickup date and signature of the carrier's representative. For outbound shipments, the contractor shall furnish the ordering officer the completed inventory, packing list and weight tickets not later than four (4) workdays from date of pickup for household goods and three (3) workdays from date of pickup for unaccompanied baggage shipments.

5.10.2.5 Transportation Control Movement Document (TCMD). One (1) completed copy of the TCMD shall be placed in the waterproof envelope on the number one (1) container and three (3) copies will be given to the carrier.

5.10.3 For outbound shipments requiring drayage to an air or water terminal within the contract area of performance, the contractor will deliver the shipment to the designated terminal within five (5) working days of request by the ordering officer for unaccompanied baggage or six (6) working days of request by the ordering officer for household goods. For shipments drayed to a terminal, the delivery receipt or after transfer document shall be returned to the ordering officer not later than the next workday following delivery.

5.10.4 For inbound shipments the contractor shall furnish the ordering officer the written receiving notice not later than the next workday following the arrival of the shipment, see paragraph 5.9.1.

5.10.4.1 When a reweigh is ordered, the contractor shall furnish the ordering officer weight tickets in duplicate within seven (7) workdays of completion of the service.

5.10.4.2 For local drayage shipments the contractor shall furnish the ordering officer completed weight tickets and inventory not later than seven (7) workdays after delivery.

5.10.4.3 When the weighing of a shipment at origin is witnessed by the PPSO or weighed on a Government scale, the back of all copies of the weight ticket will be annotated with the statement "weight observed" or "weighed on Government scale," and verified by the signature of the PPSO. The number 7 copy of the GBL (property received copy) will be similarly annotated prior to mailing to the destination PPSO. The PPSO will not reweigh shipments that are so monitored at origin unless:

a. Service is requested by the member.

b. The member is near to or has exceeded the maximum weight allowance entitlement.

c. Doubt exists as to the accuracy of the original weight.

5.10.5 When the contractor's facility is located in a town, city, or metropolitan area other than the location of the PPSO, telephone notification of completed containerization or arrival of shipments shall be considered as meeting the requirements for written notification. However, the contractor shall mail the applicable written notification to the ordering officer within one (1) workday following the day of telephone notification.

5.10.6 Contractor's Weekly Report. See Contract Data Requirements List (CDRL) (Figure P-12) and Data Item Description (Figure P-13), Number 0010.

5.10.7 Government-Owned Container (GOC) Report. See CDRL and Data Item Description, Number 0005.

5.10.8 Joint Statement of Loss and Damage at Delivery (DD Form 1840). See CDRL and Data Item Description, Number 0007.

5.10.9 Claims Correspondence. See CDRL and Data Item Description, Number 0008.

5.10.10 Report of Shipments on-Hand. See CDRL and Data Item Description, Number 0011.

5.10.11 Outsize Air Cargo Report. See CDRL and Data Item Description, Number 0012.

5.10.12 For abbreviations used in the CDRL and Data Item Description, see Figure P-14.

5.11 Figures. The following pages contain the figures referenced in this part.

<u>Figure</u>	<u>Description</u>
P-1	Household Goods (HHGs) Descriptive Inventory.
P-2	Packing List of Household Goods.
P-3	Location of Permanent Markings on PPP-B-580 Wood HHGs Box.
P-4	Location of Permanent Markings on MIL-STD-1489 HHGs Box.
P-5	Container Marking for HHGs Shipments.
P-6	Military Shipping Label for HHGs (DD Form 1387).
P-7	Markings of Unaccompanied Baggage (UB).
P-8	Military Shipping Label for UB (DD Form 1387).
P-9	Joint Statement of Loss and Damage at Delivery (DD Form 1840).
P-10	Notice of Loss or Damage (DD Form 1840).
P-11	Transportation Control and Movement Document (TCMD) (DD Form 1384).
P-12	Technical Exhibit 1 (Abbreviations)
P-13	Contract Data Requirements List (CDRL)
P-14	Data Item Description



PART 6

APPLICABLE SPECIFICATIONS AND REGULATIONS

6. Applicable publications are listed herein. The publications have been coded as mandatory or advisory. The contractor is obligated to follow those coded as mandatory. The contractor shall be guided by those publications coded "advisory" to the extent necessary to accomplish requirements in the Performance Work Statement. Copies of these publications may be obtained by submitting a written request to:

Commanding Officer  
US Naval Publication and  
Forms Center  
5801 Tabor Avenue  
Philadelphia, PA 19120  
Telex Number: 834295  
Western Union Number: 710-670-1685  
Telephone Number: (215) 697-3321

The request must contain the title of the specification, its number, and date. Supplements or amendments to these mandatory publications may be issued during the life of the contract and shall be in full force and effect as soon as possible but not later than 30 days after receipt by the contractor. Changes in the contract price due to publication supplements and amendments may be considered under the Changes clause.

<u>Specification</u>	<u>Date</u>	<u>Title</u>	<u>Mandatory</u>	<u>Advisory</u>
PPP-B-580D	22 MAR 79	Boxes, Wood, Household Goods	X	
PPP-B-601G	21 OCT 81	Boxes, Wood, Cleated Plywood	X	
PPP-B-640D	29 JUL 66	Boxes, Fiberboard, Corrugated Triple-wall	X	
PPP-B-1364C	10 AUG 73	Boxes, Shipping, Corrugated Fiberboard, High Strength, Weather-resistant, Double-wall	X	
MIL-C-52950	10 APR 78	Crates, Wood, Open and Covered	X	
PPP-C-1797	1 SEP 82	Cushioning Material, Resistant, low density, Unicellular polypropylene foam.		X
PPP-T-60D	28 SEP 76	Tape, Pressure-Sensitive Adhesive Paper, (Cartons Sealing)		X
PPP-S-760B	23 SEP 76	Strapping, Non-Metallic		X
QQ-S-781H	18 MAY 77	Strapping, Steel, and Seals Connectors		X
DOD 4500.34R	MAY 86	Personal Property Traffic Management Regulation	X	
MIL-STD-212D	3 NOV 80	Preparation of Household Goods and Unaccompanied Baggage for Shipment, Storage, Intra-City, and Intra-Area Movements		X
MTMC Pam 55-12	1 MAR 82	Commercial Containers for Department of Defense Household Goods Shipments		X

NOTE: All publications marked as Mandatory will be maintained at contractor's facilities.

# HOUSEHOLD GOODS DESCRIPTIVE INVENTORY

TAG LOT NO. _____		PAGE NO. _____	NO OF PAGES _____
CONTRACTOR OR CARRIER		CARRIER'S REFERENCE NO.	
OWNER'S GRADE OR RATING AND NAME		CONTRACT OR GBL. NO.	
ORIGIN LOADING ADDRESS		GOVT. SERVICE ORDER NO.	
CITY _____ STATE _____		VAN NUMBER _____	
DESTINATION _____			

<b>DESCRIPTIVE SYMBOLS</b> B/W - BLACK & WHITE TV C - COLOR TV CP - CARRIER PACKED PBO - PACKED BY OWNER CD - CARRIER DISASSEMBLED DBO - DISASSEMBLED BY OWNER PB - PROFESSIONAL BOOKS PE - PROFESSIONAL EQUIPMENT PP - PROFESSIONAL PAPERS	<b>EXCEPTION SYMBOLS</b> BE - BENT BF - BROKEN BU - BURNED CH - CHIPPED CU - CONTENTS & CONDITION UNKNOWN D - DENTED F - FAGED G - GOUGED L - LOOSE M - MARRED MD - MOLDEN MO - MOTHEATEN R - RUBBED RU - RUSTED SC - SCRATCHED SH - SHORT SO - SOLED T - TORN W - BADLY WORN Z - CRACKED	<b>LOCATION SYMBOLS</b> 1. ARM 2. BOTTOM 3. CORNER 4. FRONT 5. LEFT 6. LEGS 7. REAR 8. RIGHT 9. SIDE 10. TOP 11. VEEER 12. EDGE 13. CENTER 14. SEAT 15. DRAWER 16. INSIDE
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NOTE: THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR

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8							
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1							
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3							
4							

SHIPPING ACTIVITY	OWNER (Name)	(Rank or rate)
PACKED BY	LOT NO.	DATE
CONSIGNEE TO (Name and complete address)		

## METHOD OF SHIPMENT

☐ Rail (LCL)
 ☐ Air Freight
 ☐ Motor Freight
 ☐ Water
 Other \_\_\_\_\_ (Specify)

Container No.	Type of Container	Contents	Inv No.	Wt. (Lbs.)	Location of Condition	Cubic Feet

## \*ABBREVIATIONS

## FOR TYPE OF CONTAINER:

## EXCEPTION SYMBOLS

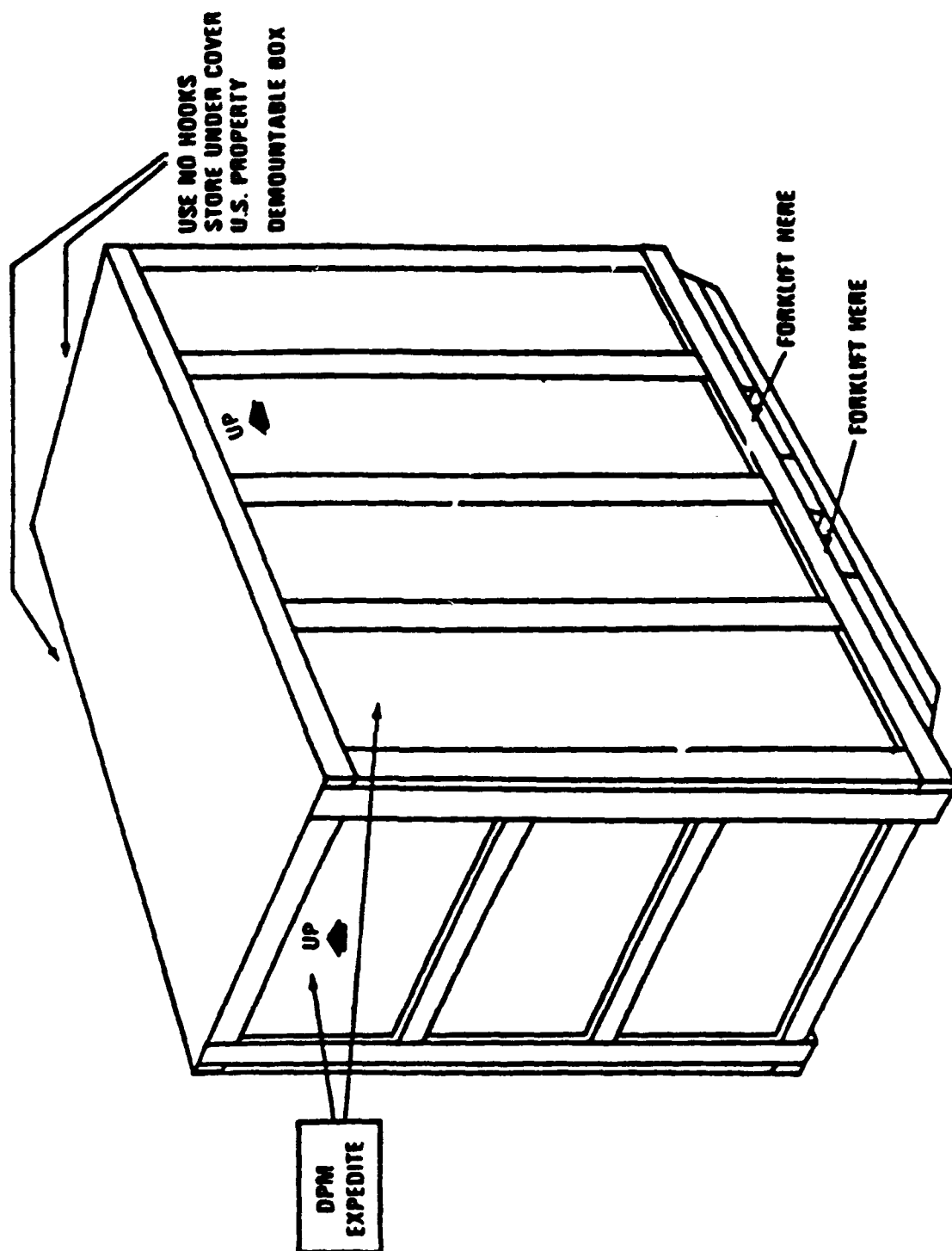
## LOCATION SYMBOLS

NW-Nailed Wood FC-Fiber board OC-Open Crate BBL-Barrel HCCC-Household Goods Consolidated Crate	BR-Broken BU-Burned CH-Chipped CU-Contents and Conditions Unknown D-Dented	F-Faded G-Gauged GC-Good Condition L-Loose M-Marred NW-Normal Wear	R-Rubbed SC-Scratched SO-Soiled T-Torn Z-Cracked OR-Owner's Risk	B-Bottom C-Corner F-Front LEF-left RE-Rear	RT-Right S-Side TOP-Top LG-Leg V-Veneer
--	--	---	---	--	---

Packing List of Household Goods

(figure P-2)

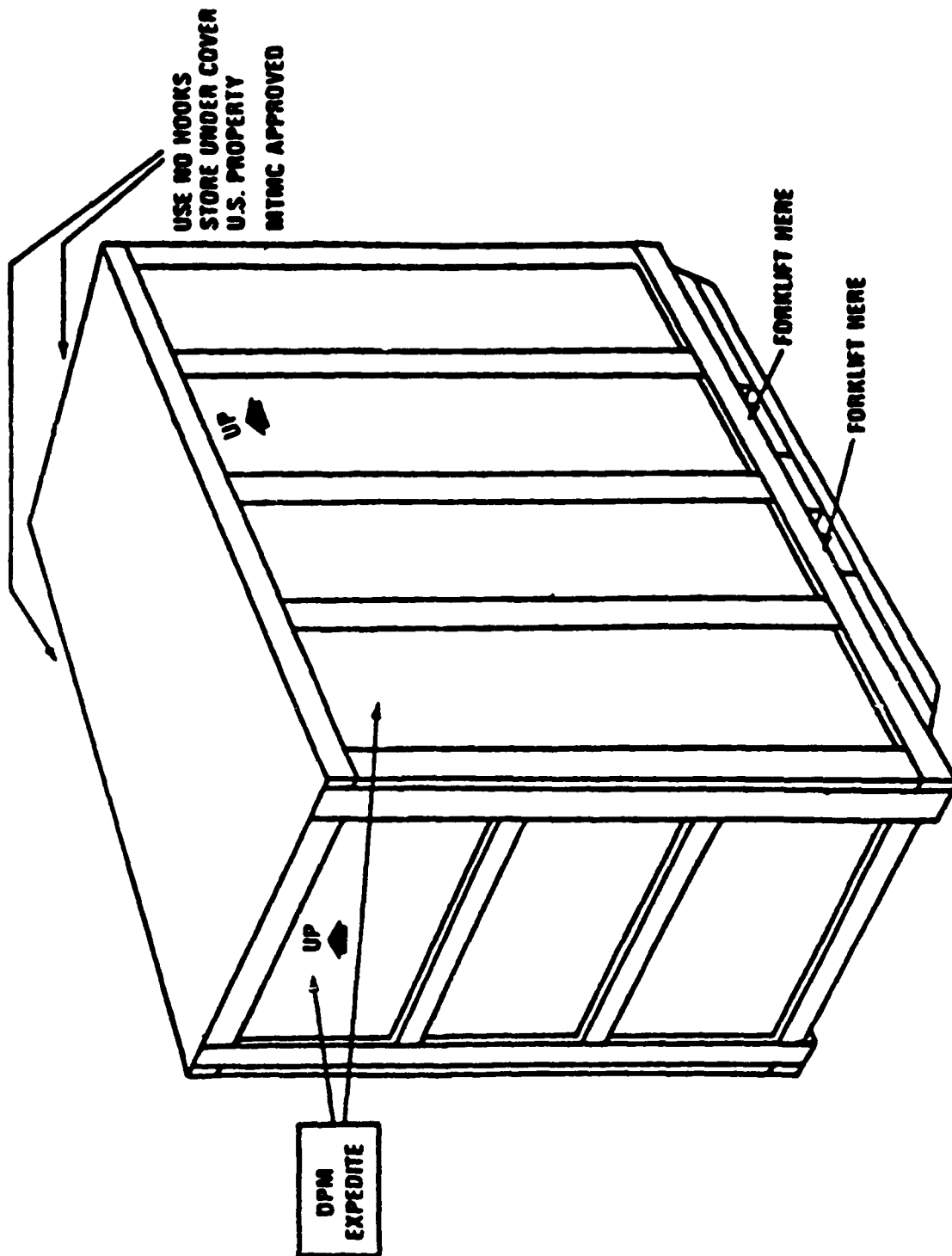
# LOCATION OF PERMANENT MARKINGS ON PPP-B-580 WOOD HOUSEHOLD GOODS BOX



(figure P-3)

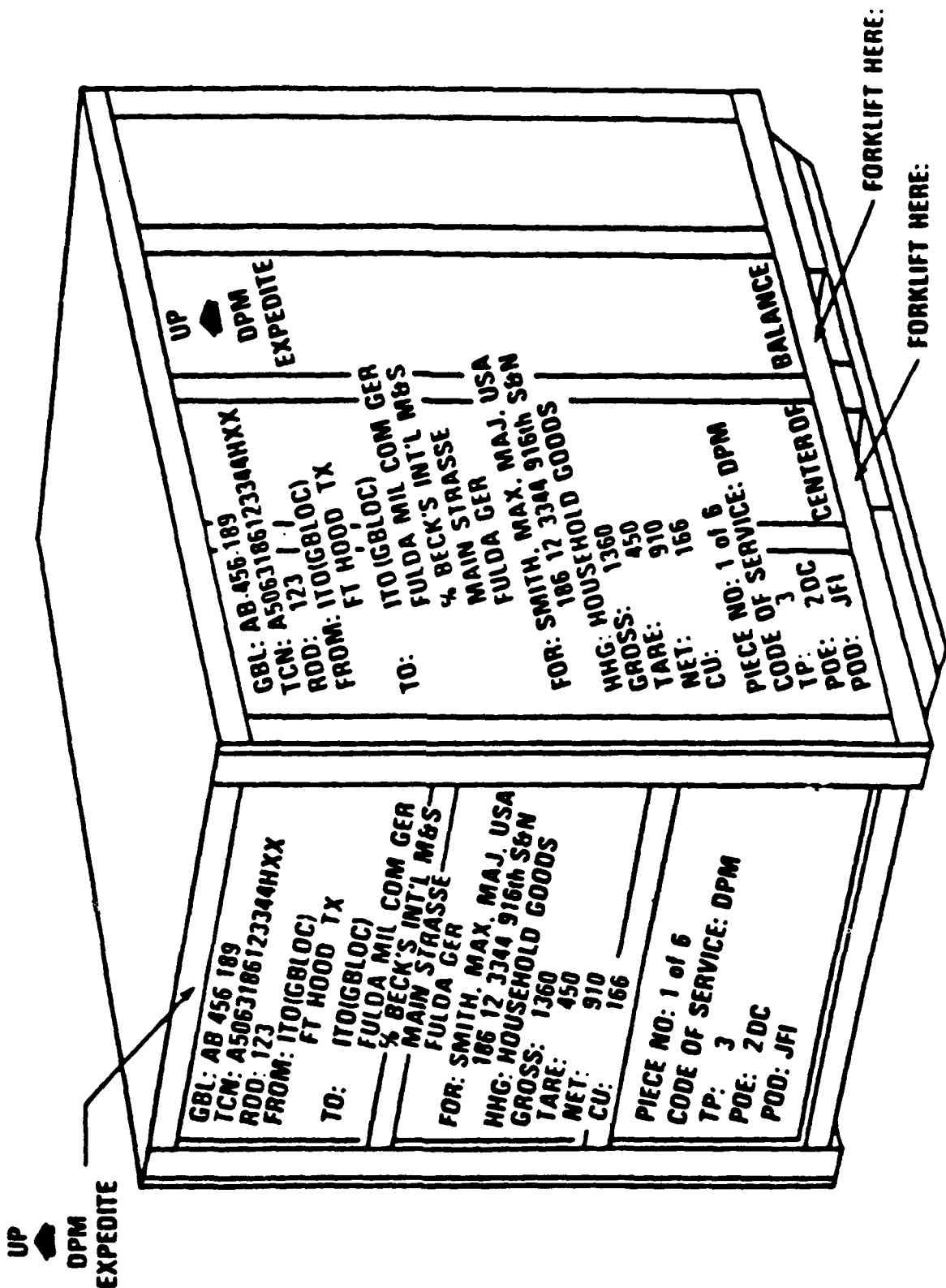
# LOCATION OF PERMANENT MARKINGS ON MIL-STD-1489

## HOUSEHOLD GOODS BOX



(figure P-4)

# CONTAINER MARKING FOR HOUSEHOLD GOODS



(figure P-5)

MILITARY SHIPMENT LABEL		Form Approved GSA No 8704-0188	
1. TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA	
A5063186123344HXX			
3. FROM ITO- (GBLOC) Ft HOOD TX		4. TYPE SERVICE DPM	
5. SHIP TO/POB  POE- 2DC		6. TRANS PRIORITY  3	
7. POB POD-JF1		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK FOR ITO- (GBLOC) FULDA MIL COM GER ZBECK'S INT'L M&S MAIN Strasse, FULDA, GER		10. WT. (lbs) gross Gross 1360 Care 420 net 940	11. NOB 123
		12. CWT (lbs) gross 166	13. CHARGES
		14. DATE SHIPPED	15. PMS CASE NUMBER
		16. PRICE NUMBER  1	
FOR: SMITH, MAX, MAJ, USA 123 45 6789, 916th S&N		17. TOTAL PAGES 6	

DD Form 1387, NOV 86

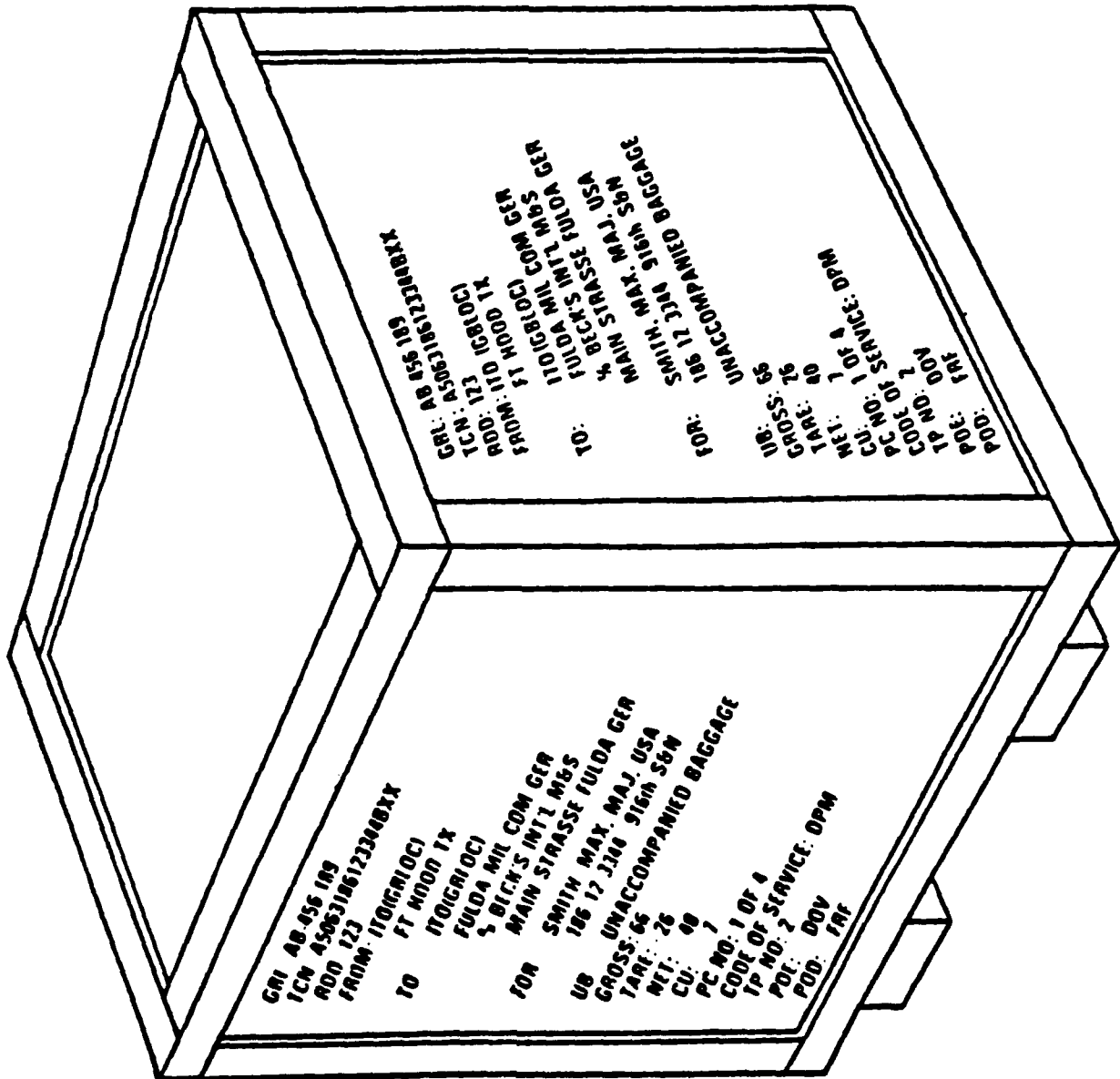
Previous editions are obsolete.

GPO : 1987 O - 171-341

(figure P-6)  
Sample of Military Shipment Label for Household Goods

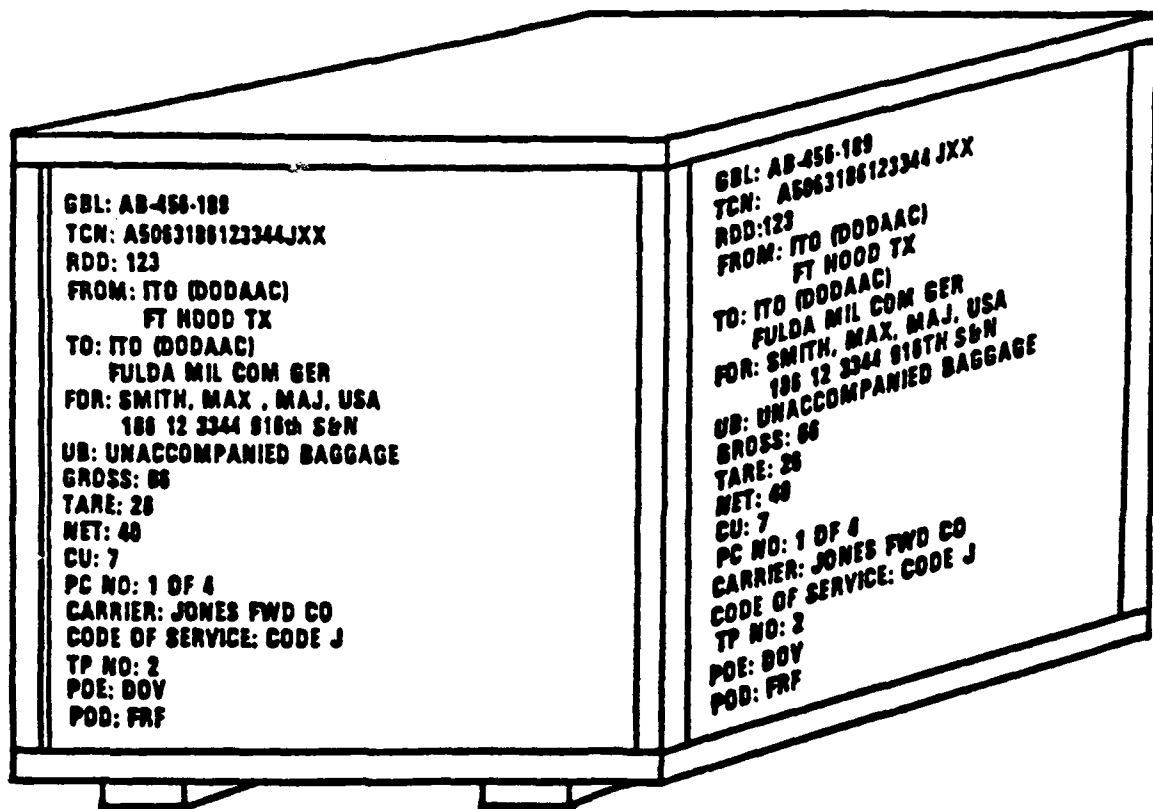


# MARKING OF UNACCOMPANIED BAGGAGE



(figure P-7)

## MARKING OF UNACCOMPANIED BAGGAGE SHIPMENTS (CODE J)



(figure P-7.1)

MILITARY SHIPMENT LABEL		Form Approved OMB No 0704-0188	
1. TRANSPORTATION CONTROL NUMBER  A50631861123344BXX		2. POSTAGE DATA	
3. FROM ITO - (GBLOC) FT HOOD TX		4. TYPE SERVICE  DPM	
5. SHIP TO/POE  APOE - DOV		6. TRANS PRIORITY  2	
7. POD APOD - FRF		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK FOR  ITO - (GBLOC) FULDA MIL COM GER ZBECK'S INT'L M&S MAIN STRASSE, FULDA, GER  FOR: SMITH, MAX, MAJ, USA 186 12 3344, 916TH S&N	10. WT (This piece) GROSS: 766 TARE: 40 NET 140		11. RDD 123
	12. CUBE (This piece) 14		13. CHARGES
	14. DATE SHIPPED		15. FMS CASE NUMBER
	16. PIECE NUMBER  1		
	17. TOTAL PIECES  4		

DD Form 1387, NOV 86

Previous editions are obsolete.

S/N 0102 LF-001 3871

(figure P-8)

## JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY

Privacy Act Statement

**AUTHORITY:** The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).

**PRINCIPLE PURPOSE(S):** The information requested is to be used in evaluating claims.

**ROUTINE USE(S):** The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.

**DISCLOSURE:** Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.

**GENERAL INSTRUCTIONS:** The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.

## SECTION A - GENERAL (To be completed by carrier/contractor)

1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)		
7. PPGBL/ORDER NUMBER	8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.		

## SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)

13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.

a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)

<b>14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X an. complete as applicable and sign below)</b> a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not     used b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not     waived c. I estimate the amount of my loss and/or damage at \$ d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim. e. Telephone Number     f. Date Signed g. Signature		<b>15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)</b> a. Property was delivered in apparently good condition except as otherwise noted above. b. I will initiate tracer action for missing items. c. Name of delivering carrier/agent/contractor d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No e. Signature     f. Date Signed	
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DD Form 1840, JAN 88

5376/12

Previous editions are obsolete.

PAGE     OF     PAGES

MEMBER





## TECHNICAL EXHIBIT 1

### REQUIRED REPORTS

Figure P-13, Contract Data Requirements List (DD Form 1423), provides the required data. Figure P-14, Data Item Description (DD Form 1664), provides the required format. The following are the abbreviations used and their meanings:

ASREQ	-	As required
CO	-	Contracting Officer
DAC	-	Day after contract start
EAS	-	Each shipment
DS	-	Destination
PPSO	-	Personal property shipping office
MTHLY	-	Monthly
N/A	-	Not applicable
ONE/R	-	One time with revisions
QTRLY	-	Quarterly
WKLY	-	Weekly

# CONTRACT DATA REQUIREMENTS LIST

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Printing Office for the Contract Data Requirements List.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY: YDP _____ TM _____ OTHER _____	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. 0001	2. TITLE OF DATA ITEM Contractor's Quality Control Program			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0001		5. CONTRACT REFERENCE Part 1, Para 1.3		6. REQUIRING OFFICE CO	
7. DD 256 REQ DS	8. DIST STATEMENT REQUIRED	10. FREQUENCY One/R	12. DATE OF FIRST SUBMISSION See 16	14. DISTRIBUTION	
9. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION ASREQ	15. TOTAL	
16. REMARKS Basic version submitted at preaward survey conference. Updated version submitted on contract start date. Schedule I, II and III					
1. DATA ITEM NO. 0002	2. TITLE OF DATA ITEM Weight Tickets			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0002		5. CONTRACT REFERENCE Part 5, Para 5.2.13 and Figure 1		6. REQUIRING OFFICE ITO	
7. DD 256 REQ DS	8. DIST STATEMENT REQUIRED	10. FREQUENCY EAS	12. DATE OF FIRST SUBMISSION N/A	14. DISTRIBUTION	
9. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION ASREQ	15. TOTAL	
16. REMARKS Weight tickets not required on inbound shipments unless reweigh is ordered. Schedule I, II and III					
1. DATA ITEM NO. 0003	2. TITLE OF DATA ITEM Household Goods Descriptive Inventory			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0003		5. CONTRACT REFERENCE Part 5, Para 5.5., Figure 1		6. REQUIRING OFFICE ITO	
7. DD 256 REQ DS	8. DIST STATEMENT REQUIRED	10. FREQUENCY EAS	12. DATE OF FIRST SUBMISSION N/A	14. DISTRIBUTION	
9. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION ASREQ	15. TOTAL	
16. REMARKS Inventories are not required on inbound shipments Schedule I and III					
1. DATA ITEM NO. 0004	2. TITLE OF DATA ITEM Exception Sheet			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) 0004		5. CONTRACT REFERENCE Part 5, Para 5.5.1.8		6. REQUIRING OFFICE ITO	
7. DD 256 REQ DS	8. DIST STATEMENT REQUIRED	10. FREQUENCY See 16	12. DATE OF FIRST SUBMISSION N/A	14. DISTRIBUTION	
9. APP CODE		11. AS OF DATE See 16	13. DATE OF SUBSEQUENT SUBMISSION ASREQ	15. TOTAL	
16. REMARKS Exception sheets are made on shipments from NTS when contractor's representative & storage contractor's representative disagree on condition of goods. Maint- ained in contractor's file & made available to claims office.					
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE



# CONTRACT DATA REQUIREMENTS LIST

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OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY:	
		A		TSP Tm OTHER	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE	
0005	Report of Government Owned Containers				
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0005		Part 5, Para 5.7.10		ITO	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		See 16	See 16		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		See 16	MTNLY	Draft Final Reg Repr	
16. REMARKS					
Initial report due 15 days after contract start date. Subsequent reports are due first workday of each month. Schedule I and III					
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE	
0006					
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
				ITO	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
				Draft Final Reg Repr	
16. REMARKS					
Information based on information required is already available from inbound report of shipments on hand and when shipment is called in for a delivery date or a storage control number.					
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE	
0007		Joint Statement of Loss & Damage at Delivery			
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0007		Part 5, Para 5.9.3 and 5.9.3.1 Figure 9		ITO	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		See 16	See 16		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		See 16	ASREQ	Draft Final Reg Repr	
16. REMARKS					
DD Form 1840 Schedule II and III					
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE	
0008		Claims Correspondence			
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0008		Part 5, Para 5.9.4		ITO	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		See 16	10 work days after receipt		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		N/A	ASREQ	Draft Final Reg Repr	
16. REMARKS					
Each time any correspondence regarding a claim is received from anyone other than the local ITO, the contractor must furnish the ITO an information copy. Schedule I, II and III					
G. PREPARED BY		H. DATE		I. APPROVED BY	
				J. DATE	

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

# CONTRACT DATA REQUIREMENTS LIST

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OMB No. 0704-0188

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CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY:	
		A		TDP TM OTHER	
3. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE		
0009	Government Bill of Lading				
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0009		Part 5, Para 5.10.6		ITO	
7. DO 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		See 16	Next work day after pickup		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		N/A	ARSEQ	Draft Final Reg Repr	
16. REMARKS					
Original and copies 2, 3 and 4 are given to the carrier, copies 5, 6 and 7 to the ITO and copy 8 maintained by contractor.					
15. TOTAL →					
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE		
0010	Contractor's Weekly Report				
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0010		Part 5, Para 5.10.6		ITO	
7. DO 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		WKLY	See 16		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		See 16	Monday of ea week	Draft Final Reg Repr	
16. REMARKS					
Block 11 - Day of submission Block 12 - First Monday after contract start date. Schedule I					
15. TOTAL →					
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE		
0011	Report of Shipments on Hand				
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0011		Part 5, Para 5.10.9		ITO	
7. DO 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		See 16	See 16		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		See 16	ARSEQ	Draft Final Reg Repr	
16. REMARKS					
Schedule II					
15. TOTAL →					
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE		
0012	Outsize Air Cargo Report				
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
0012		Part 5, Para 5.10.9		ITO	
7. DO 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
DS		See 16	See 16		
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	
		See 16	ARSEQ	Draft Final Reg Repr	
16. REMARKS					
Schedule I					
15. TOTAL →					
G. PREPARED BY		H. DATE		I. APPROVED BY	
				J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE  CONTRACTOR'S QUALITY CONTROL PROGRAM			2. IDENTIFICATION NUMBER  0001	
3. DESCRIPTION/PURPOSE THE CONTRACTOR SHALL PROVIDE A QUALITY CONTROL PROGRAM WHICH INCLUDES AN INSPECTION SYSTEM FOR SERVICES LISTED IN THE PERFORMANCE REQUIREMENT SUMMARY (PRS), SPECIFYING THE AREAS TO BE INSPECTED, WHEN AND BY WHOM. IT MUST ALSO IDENTIFY QUESTIONABLE SERVICES BEFORE PERFORMANCE BECOMES UNSATISFACTORY. IT SHALL DESCRIBE THE METHOD USED IN RECORDING THE QUALITY CONTROL INSPECTION RESULTS AND DISPOSITION OF THESE INSPECTION RECORDS.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP THE QUALITY CONTROL PROGRAM INDICATES PROCEDURES ARE AVAILABLE TO PROVIDE QUALITY PERFORMANCE TO THE GOVERNMENT.  SCHEDULES I, II AND III				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS BASIC VERSION OUTLINING A GENERAL APPROACH SHALL BE AVAILABLE AT THE PREAWARD SURVEY CONFERENCE. UPDATED VERSION MUST BE SUBMITTED BY THE CONTRACT START DATE.  THE QUALITY CONTROL PLAN MUST CONTAIN, AS A MINIMUM:  1. Areas to be inspected. 2. Inspection schedule. 3. Names and titles of individuals performing inspections				
11. DISTRIBUTION STATEMENT CONTRACTING OFFICER				

# DATA ITEM DESCRIPTION

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE  WEIGHT TICKETS		2. IDENTIFICATION NUMBER  0002	
3. DESCRIPTION / PURPOSE WEIGHT TICKETS, PROPERLY CERTIFIED, IN ACCORDANCE WITH IOC, STATE, COMMONWEALTH OR DISTRICT REGULATIONS ARE REQUIRED TO SUPPORT BILLINGS FOR PAYMENT.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP VERIFICATION OF WEIGHT OF SHIPMENTS. WEIGHT TICKETS ARE NOT REQUIRED ON INBOUND SHIPMENTS UNLESS A REWEIGH IS ORDERED.  SCHEDULES I, II AND III			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS WEIGHT TICKETS SHALL BE CERTIFIED AND PREPARED IN DUPLICATE AND SHALL CONTAIN THE FOLLOWING:  1. Name and address of the weighing station. 2. Date of weighing. 3. Contractor's name. 4. Van or trailer number. 5. Name of property owner. 6. Signature of weighmaster. 7. Order number.			
11. DISTRIBUTION STATEMENT  ITO			



DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE EXCEPTION SHEETS			2. IDENTIFICATION NUMBER 004	
3. DESCRIPTION/PURPOSE TO RECORD A DIFFERENCE IN THE CONDITION OF ITEMS BEING REMOVED FROM NONTEMPORARY STORAGE.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP USED IN SETTLEMENT OF CLAIMS.  SCHEDULES I AND III				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS PREPARE ONLY WHEN DIFFERENT CONDITIONS ARE NOTED FROM THE NONTEMPORARY STORAGE INVENTORY. WHEN CONTRACTOR'S REPRESENTATIVE AND STORAGE CONTRACTOR'S REPRESENTATIVE DIFFER, ENTER BOTH OPINIONS, SEPARATELY IDENTIFYING SOURCE. BOTH PARTIES SHALL SIGN THE EXCEPTION SHEET. THE EXCEPTION SHEETS ARE MAINTAINED IN THE CONTRACTOR'S FILES. A COPY WILL BE FURNISHED TO THE CLAIMS OFFICE, UPON REQUEST.				
11. DISTRIBUTION STATEMENT As Required				

# DATA ITEM DESCRIPTION

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Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE REPORT OF GOVERNMENT-OWNED CONTAINERS		2. IDENTIFICATION NUMBER 0005	
3. DESCRIPTION/PURPOSE REPORT OF HOW MANY GOVERNMENT-OWNED CONTAINERS ARE AVAILABLE AT THE CONTRACTOR'S FACILITY.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP TO DETERMINE ACCOUNTABILITY AND LOCATION OF GOVERNMENT-OWNED CONTAINERS. SCHEDULES I AND II			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS REPORT IS SUBMITTED TO ITO FIFTEEN DAYS AFTER THE CONTRACT START DATE AND THE FIRST WORKDAY OF EACH MONTH THEREAFTER. THE REPORT WILL REFLECT THE FOLLOWING INFORMATION BUT NOT LIMITED TO: 1. NUMBER RECEIVED DURING REPORTING PERIOD WITH MEMBER'S NAME FOR EACH CONTAINER. 2. NUMBER OF CONTAINERS DISPOSED OF DURING PERIOD OF REPORT (SHOWING SPECIFIC DISPOSITION). 3. TOTAL NUMBER OF CONTAINERS ON HAND AS OF THE END OF REPORTING PERIOD TO INCLUDE: a. NUMBER OF SERVICEABLE CONTAINERS, BY TYPE. b. NUMBER OF UNSERVICEABLE CONTAINERS, BY TYPE. NOTE: INITIAL REPORT OF CONTAINERS RECEIVED FROM THE PREVIOUS CONTRACTOR NEED NOT SHOW MEMBER'S NAME. FOR AIR FORCE INSTALLATIONS AF FROM 384, GOVERNMENT-OWNED CONTAINER CONTROL REPORT SHOULD BE USED. THE ITO WILL FURNISH THE FORM FOR THE CONTRACTOR'S USE.			
11. DISTRIBUTION STATEMENT ITO			

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1. TITLE  RECEIPTED FREIGHT BILL		2. IDENTIFICATION NUMBER  0006		
3. DESCRIPTION/PURPOSE TO VERIFY RECEIPT OF INBOUND HOUSEHOLD GOODS OR UNACCOMPANIED BAGGAGE SHIPMENTS FROM A LINEHAUL CARRIER.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  DOCUMENTED PROOF (TIME AND DATE STAMPED) OF WHEN THE PERSONAL PROPERTY SHIPMENT WAS RECEIVED BY THE CONTRACTOR.  SCHEDULE II				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS				
11. DISTRIBUTION STATEMENT  LEGIBLE RECEIPTED FREIGHT BILL IS FORWARDED TO THE ITO.				



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1. TITLE JOINT STATEMENT OF LOSS AND DAMAGE AT DELIVERY (DD FORM 1840)		2. IDENTIFICATION NUMBER 0007	
3. DESCRIPTION/PURPOSE TO RECORD LOSS AND/OR DAMAGE AT THE TIME OF DELIVERY TO THE MEMBER. (Part 5, Figure 9)			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP USED AS PROOF OF DELIVERY AND AS SUPPORTING DOCUMENTATION FOR A CLAIM.  SCHEDULES II AND III			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS SCHEDULE II AND SCHEDULE III:  A DD FORM 1840 WILL BE PREPARED TO INDICATE LOSS AND/OR DAMAGE REVEALED DURING UNLOADING/UNPACKING. THE CONTRACTOR AND OWNER MUST JOINTLY SIGN THE FORM UPON COMPLETION. IF AVAILABLE, THE OWNER'S COPY OF THE INVENTORY PREPARED AT ORIGIN OR THE COPY FROM THE NUMBER ONE CONTAINER SHALL BE USED TO CHECK COUNT AND CONDITION.			
11. DISTRIBUTION STATEMENT DISTRIBUTION:  PROPERTY OWNER - 3 COPIES ORDERING OFFICER - 1 COPY CONTRACTOR - 1 COPY			

DD Form 1664, APR 89  
135-123

Previous editions are obsolete

Page \_\_\_ of \_\_\_ Pages

(figure P-14.6)  
P-51.6

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1. TITLE  CLAIMS CORRESPONDENCE		2. IDENTIFICATION NUMBER  0008		
3. DESCRIPTION/PURPOSE  A COPY OF ANY CORRESPONDENCE CONCERNING A CLAIM, THAT IS RECEIVED BY THE CONTRACTOR FROM ANYONE OTHER THAN THE LOCAL ITO.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  INFORMS THE ITO OF A PENDING CLAIM.  SCHEDULE I, II AND III				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  AT THE TIME A CLAIM IS RECEIVED BY THE CONTRACTOR, THE CONTRACTOR RECORDS THE DATE OF RECEIPT ON THE CLAIM AND FURNISHES A COPY OF ALL CORRESPONDENCE REGARDING THE CLAIM TO THE ITO WITHIN TEN WORKDAYS.				
11. DISTRIBUTION STATEMENT  ITO				

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1. TITLE GOVERNMENT BILL OF LADING (SF 1203)		2. IDENTIFICATION NUMBER 0009	
3. DESCRIPTION/PURPOSE A DOCUMENT ISSUED BY THE GOVERNMENT TO PROCURE TRANSPORTATION AND RELATED SHIPMENT SERVICES.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP USED FOR LINEHAUL FREIGHT MOVEMENT OF PERSONAL PROPERTY.  SCHEDULE I			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS THE FOLLOWING INFORMATION WILL BE TYPED BY THE CONTRACTOR IN THE BLOCKS AS INDICATED BELOW: 1. BLOCK 26 - ENTER THE NUMBER AND KIND OF CONTAINERS, SUCH AS 1 F/L, 2 CINS, ETC. 2. BLOCK 27 - ENTER THE AGGREGATE WEIGHT AND CUBE OF THE TOTAL NUMBER OF EACH DIFFERENT TYPE OF CONTAINER SHOWN IN BLOCK 26. 3. BLOCK 28 - ENTER THE TOTAL GROSS WEIGHT OF THE SHIPMENT AND WHEN AVAILABLE, TOTAL CARE AND NET WEIGHT.			
11. DISTRIBUTION STATEMENT DISTRIBUTION:  CONTRACTOR SURRENDERS THE ORIGINAL AND COPIES 2, 3 AND 4 TO THE CARRIER. CONTRACTOR RETURNS COPIES 5, 6 AND 7, SIGNED BY THE CARRIER, TO THE ITO.			

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1. TITLE CONTRACTOR'S WEEKLY REPORT		2. IDENTIFICATION NUMBER 0010	
3. DESCRIPTION/PURPOSE REPORT ADVISES THE ITO OF OUTBOUND SHIPMENTS ON HAND WHICH WERE PICKED UP PRIOR TO THE PREVIOUS WEDNESDAY.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP REPORT IS PREPARED EACH MONDAY OR NEXT WORKING DAY IF MONDAY IS A HOLIDAY.  NEGATIVE REPORTS ARE REQUIRED.  SCHEDULE I			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS REPORT MUST CONTAIN:  1. MEMBER'S NAME, RANK/SSN. 2. NUMBER OF DAYS ON HAND. 3. ORDER NUMBER.			
11. DISTRIBUTION STATEMENT DISTRIBUTION: ORIGINAL TO ITO COPY MAINTAINED BY CONTRACTOR			

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1. TITLE  REPORT OF SHIPMENTS ON HAND			2. IDENTIFICATION NUMBER  0011	
3. DESCRIPTION / PURPOSE  REPORT OF ALL INBOUND SHIPMENTS AT THE CONTRACTOR'S FACILITY. THE AS OF DATE IS DETERMINED BY THE ITO. THIS IS A COMPLETE INVENTORY.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP PROVIDES THE ITO A LISTING OF SHIPMENTS IN STORAGE AND/OR WAITING TO BE DELIVERED. NEGATIVE REPORTS ARE REQUIRED.  SCHEDULE II				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS REPORT MUST CONTAIN:  1. MEMBER'S NAME, RANK/SSN 2. DATE OF RECEIPT 3. PIECES, WEIGHT AND CUBE 4. ORDER NUMBER				
11. DISTRIBUTION STATEMENT  DISTRIBUTION: ONE COPY FORWARDED TO ITO ONE COPY MAINTAINED BY CONTRACTOR				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE OUTSIZE AIR CARGO REPORT			2. IDENTIFICATION NUMBER 0012	
3. DESCRIPTION / PURPOSE PROVIDES THE ITO THE DIMENSIONS OF OUTSIZE AIR CARGO CONTAINERS FOR SHIPMENTS ENTERING THE MILITARY AIRLIFT SYSTEM.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP REPORT IS PREPARED ON AN AS REQUIRED BASIS.  SCHEDULE I				
APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS PREPARED ONLY ON SHIPMENTS ENTERING THE MILITARY AIRLIFT SYSTEM THAT HAVE ANY CONTAINERS WITH AN OUTSIDE MEASUREMENT GREATER THAN 72 INCHES IN ANY DIMENSION.				
11. DISTRIBUTION STATEMENT DISTRIBUTION: ONE COPY FORWARDED TO ITC ONE COPY MAINTAINED BY CONTRACTOR				

SCHEDULE FORMATS

### ESTIMATED QUANTITIES

The quantities shown by area of performance for each item in this Solicitation are the Government's estimates of requirements which may be ordered during the period of the contract.

The Government's estimated maximum daily requirements, excluding Saturday, Sunday; National, State, and local holidays are listed below by area of performance within each schedule. Bidders must complete the "Bidder's Guaranteed Daily Capability", which must equal or exceed the Government's minimum acceptable daily capability, for all items within an area of performance for which they submit bids. Failure to do so will render the bid nonresponsive.

	Government's Est Maximum Daily Requirement	Government's Minimum Acceptable Daily Capability	Bidder's Guaranteed Daily Capability
OUTBOUND (Schedule I) Area_____	NCWT_____	NCWT_____	NCWT_____
INBOUND (Schedule II) Area_____	NCWT_____	NCWT_____	NCWT_____
INTRA-CITY AREA (Schedule III) Area_____	NCWT_____	NCWT_____	NCWT_____

(Repeat for each area listed)



# SCHEDULE I

## OUTBOUND SERVICES

Item 0001. Complete Service - Outbound (HHGs). Services shall include premove survey, servicing of appliances, disassembly of furniture, if required, packaging, inventorying, tagging, wrapping, padding, packing and bracing of household goods in Government-owned and furnished shipping containers (Shipping Container FED SPEC PPP-B-580, MTMC Pam. 55-12) at owner's residence, or at contractor's facility when ordered by the contracting officer, properly securing and sealing for shipment, weighing, obliterating old markings, marking, strapping, and drayage of the container within an area of performance. Service shall also include loading of shipments on line-haul carrier's equipment at the contractor's facility. When containers will not accommodate all articles of any one lot, loose articles shall be packed in the said containers before any over-packed articles are placed therein. Overflow, oversize and other shipments shall be paid for under Item 0003.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. At owners residence: Container, FED SPEC PPP-B-580, or MTMC Pam. 55-12	_____	NCWT	_____	_____
AB. At contractors Facility: Container, FED SPEC PPP-B-580, or MTMC Pam. 55-12	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0002. Outbound (HHGs From Nontemporary Storage). Service shall be the same as Item 0001 above except that: (i) household goods shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) household goods shall be delivered to contractor's facility; and (iii) premove survey, servicing of appliances, preliminary packing and accessorial services shall not be provided. Overflow articles requiring containerization will be paid for under Item 0003.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Pickup by contractor: Container, FED SPEC PPP-B-580, or MTMC Pam. 55-12	_____	NCWT	_____	_____

AB. Delivered to contractor: \_\_\_\_\_ NCWT \_\_\_\_\_  
 Container, FED SPEC  
 PPP-B-580, or  
 MTMC Pam. 55-12

(Repeat AA and AB above for additional areas as needed.)

Item 0003. Complete Service-Outbound (HHGs-Overflow Articles and HHGs Shipments requiring other than PPP-B-580 or MTMC Pam. 55-12 Containers). Service shall be the same as Item 0001 or Item 0002 except that the loose articles are drayed to contractor's facility when ordered by the contracting officer for containerization in Government-furnished or contractor-furnished containers.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Government-Furnished Containers:				
(1) Overseas Pack:				
a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____
(2) Domestic Pack:				
a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____
AB. Contractor-Furnished Containers:				
(1) Overseas Pack:				
a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____
(2) Domestic Pack:				
a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Overflow, other shipments and oversize containers shall be constructed in accordance with FED SPEC PPP-B-601, Style A or B. Each container shall be caulked during assembly. Overflow boxes and other shipments shall be limited to one per shipment. Other shipments are small household goods shipments which normally require a lesser size box than specified in FED-SPEC PPP-B-580 or MTMC Pam 55-12. Overflow containers are of a lesser size than specified in FED-SPEC

PPP-B-580 or MTMC Pam 55-12 and oversized containers are always of a greater size than specified in FED SPEC PPP-B-580 or MTMC Pam 55-12. One or more of these containers may be required per shipment. Price bid for Item 0003 includes container plus weight of its contents.

Item 0004. Complete Service - Outbound (Unaccompanied Baggage). Service includes packaging, inventorying, packing in Government approved containers, weighing, strapping, obliteration of old markings, marking, and loading shipments on the line-haul carriers equipment. Service shall be performed at owner's residence. (Service may be performed at contractor's facility when ordered by the Ordering Officer.)

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Government-Furnished Containers				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____
AB. Contractor-Furnished Containers:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0005. Complete Service - Outbound (Unaccompanied Baggage from Nontemporary Storage). Service shall be the same as Item 0004 except that (i) unaccompanied baggage shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) unaccompanied baggage shall be delivered to contractor's facility; and (iii) servicing of appliances, preliminary packing and accessorial services shall not be provided.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Government-Furnished Containers:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____
AB. Contractor-Furnished Containers:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB for additional areas as needed)

Item 0006. Outbound Service - Unaccompanied Baggage Packed by Owner. Service shall include weighing, strapping, banding, obliterating old markings, and marking. Service may include (when necessary) containerization in outer shipping containers as ordered by the contracting officer.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Containerization Not Required:				
(1) Drayage Included	_____	GCWT	_____	_____
(2) Drayage Not Included	_____	GCWT	_____	_____
AB. Containerization Required:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0007. Outbound Service - Unaccompanied Baggage Packed By Owner - Consolidated Shipments/Government Facility. Service shall be the same as Item 0006 above except that service shall include two or more shipments picked up from a Government office, warehouse or facility.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Containerization Not Required: (Drayage Included)	_____	GCWT	_____	_____
AB. Containerization Required: (Drayage Included)	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0008. Expensive and Valuable Items. Service shall include inventorying each item, packing in Government-approved, contractor-furnished container(s), marking, banding and cubing at owner's residence. Drayage, if required, will be ordered by the contracting officer. If drayage is required, weighing shall be done on properly certified scales and a certified weight ticket shall be furnished. If drayage is not required, weighing shall be done at owner's residence on portable or bathroom scales. In jurisdictions where local law prohibits the certification of portable scales, a weight certificate will not be required. However, upon the written authority of the contracting officer, the contractor may apply a constructive weight of 11 pounds per gross cubic foot of the container.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional area as needed.)

Item 0009. Storage. Storage of containerized articles shall be furnished when ordered by the contracting officer. Charges shall not commence earlier than the sixth (6th) workday following date of transportation officer's receipt of notification of completion of containerization service. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
	_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0010. Containers. Service shall consist of the furnishing of the following types of new containers or specially constructed wooden crates. Containers furnished or specially constructed are to be assembled and ready for loading.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Container (FED SPEC PPP-B-580)	_____	ea	_____	_____
AB. Container (MTMC Pam 55-12)	_____	ea	_____	_____
AC. Crate (MIL-C-52950)	_____	cu ft	_____	_____
		or fraction thereof		

(Repeat for additional areas as needed.)

When a specific container from the MTMC Pam. 55-12 is ordered the order will indicate the appropriate MTMC approval number.

Item 0011. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service shall consist of obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment and loading on the hauling carrier's vehicle.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	ea piece	_____	_____

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30% of total area of shipping container or cost of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, nails and bands shall be accomplished at no expense to the Government.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	ea piece	_____	_____

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

	Est Annual Qty	Unit	Unit Price	Total
AA. Assembly	_____	each	_____	_____
AB. Disassembly	_____	each	_____	_____

(Repeat for additional areas as needed).

Item 0012. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed \_\_\_\_\_ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of pickup to the outer boundary of the contract area of performance.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household goods	_____	per loaded mile	_____	_____

AB. Unaccompanied baggage

per  
loaded  
mile

(Repeat for additional areas as needed.)

Item 0013. Attempted Pickup. When the initial attempt to pickup a shipment at the owner's residence is unsuccessful, charges apply provided the Contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup at the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household Goods	_____	_____	ea shpmt	_____
AB. Unaccompanied Baggage	_____	_____	ea shpmt	_____

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

Item 0014. Reserved (see additional services).

#### RECAPITULATION SCHEDULE I

Schedule Total - Area ..... \$.....

(Repeat for each area listed.)

## SCHEDULE II

### INBOUND SERVICES

Item 0015. Complete Service - Inbound (HHGs). Service shall include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage to owner's residence, decontainerization and unpacking of loaded containers of household goods and placing goods in appropriate rooms as directed by owner, unservicing appliances, assembly of any disassembled articles and removing shipping containers, barrels, boxes/crates and debris from owner's residence and drayage of empty containers to contractor's or Government facility.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0016. Complete Service - Inbound (HHGs). Service shall be same as Item 0015 above except that drayage of shipment to residence is not required.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0017. Complete Service Inbound (HHGs). Service shall be the same as Item 0015 above except removal of items from outer container will be at the contractor's facility and articles will be drayed to owner's residence.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0018. Inbound Service - Contractor Facility (HHGs). Service shall include unloading from the delivering carrier's vehicle into contractor's facility, removal of items from outer shipping container(s) at the contractor's facility and delivery of articles to property owner, motor van carrier or commercial nontemporary storage contractor at the contractor's facility.



Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0019. Complete Service - Expensive and Valuable Items. Service includes unloading from the delivering carrier's vehicle handling into contractor's facility, decontainerization and unpacking of containers at owner's residence, and removal of shipping containers and debris from the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0020. Complete Service - Inbound (Unaccompanied Baggage). Service shall include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage of unaccompanied baggage containers to owner's residence, unpacking of containers, reassembly of articles and removal of all shipping containers and debris from the residence.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0021. Complete Service - Inbound (Unaccompanied Baggage). Service shall be same as Item 0020 except that drayage to residence is not required.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0022. Inbound Service - Contractor Facility (Unaccompanied Baggage). Service shall be the same as Item 0020 above except service shall also include removal of unaccompanied baggage from outer shipping containers for pickup by the owner or release to a motor carrier or other contractor at the contractor's facility.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0023. Storage. Storage of containerized articles shall be furnished when ordered. Charges under this item shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the transportation officer of arrival of shipment. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0024. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service shall consist of unloading from the delivering carrier's vehicle, handling into contractor's facility, obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment and loading on the hauling carrier's vehicle.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	ea piece	_____	_____

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30% of total area of shipping container or costs of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, renailing and rebanding shall be accomplished at no expense to the Government.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	ea piece	_____	_____

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

	Est Annual Qty	Unit	Unit Price	Total
AA. Assembly	_____	each	_____	_____
AB. Disassembly	_____	each	_____	_____

(Repeat for additional areas as needed.)

Item 0025. Attempted Delivery. When the initial attempt to deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted delivery at the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household Goods	_____	ea shpmt	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____

(Repeat for additional areas as needed.)

Item 0026. Reweighing. Service shall consist of weighing the loaded containers prior to delivery and weighing the empty containers after delivery.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household Goods	_____	ea shpmt	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____

(Repeat for additional areas as needed).

Item 0027. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed \_\_\_\_\_ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household goods	_____	per loaded mile	_____	_____
AB. Unaccompanied baggage	_____	per loaded mile	_____	_____

(Repeat for additional areas as needed.)

Item 0028. Partial Withdrawal. Service shall be the same as Item 0015 or Item 0016 above, except a partial removal of the items from the outer container will be performed at the contractor's facility. Articles not removed from the shipment will remain at the contractor's facility.

	Est Annual Qty	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0029-0030. Reserved (See additional services).

NOTE: All Above Items are included in the evaluation of bids.

RECAPITULATION SCHEDULE II

Schedule Total - Area .....

\$.....

(Repeat for each area listed.)

# SCHEDULE III

## INTRA-CITY AND INTRA-AREA MOVES

**Item 0031. Complete Service for Intra-City and Intra-Area Moves.** Service shall include a premove survey, servicing of appliances, packaging and packing at owner's residence to protect household goods properly during transit, tagging of items, inventorying, loading, weighing, drayage, unloading, unpacking, and placing of each article in owner's new residence as directed by owner or owner's designated representative and removal of all empty containers and materials from residence.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

**Item 0032. Attempted Pickup or Delivery.** When the initial attempt to pickup or deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup or delivery at the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Attempted Pickup	_____	ea shpmt	_____	_____
AB. Attempted Delivery	_____	ea shpmt	_____	_____

(Repeat for additional areas as needed.)

**Item 0033. Drayage Beyond the Contract Area of Performance.** Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed \_\_\_\_\_ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	per loaded mile	_____	_____

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

### RECAPITULATION SCHEDULE III

Schedule Total - Area ..... \$.....

(Repeat for each area listed.)

APPENDIX Q

Reserved Pending Revision.



## APPENDIX R

### A. INSTRUCTIONS FOR COMPLETION/DISTRIBUTION OF CERS FORMS THE SHIPMENT EVALUATION AND INSPECTION RECORD, DD FORM 2223

1. ORGANIZATION/FORMAT OF THE DD FORM 2223. The Shipment Evaluation and Inspection Record is organized into five major areas. They are:

- a. Administrative blocks.
- b. Shipment scoring.
- c. Customer Satisfaction.
- d. "Origin" evaluation.
- e. "Destination" evaluation.

Each of these will be discussed in detail below. Additionally, there is an illustrated example of a completed form at Figure R-1.

2. ADMINISTRATIVE BLOCK (heading). It is recommended that these items be completed, to the extent possible, at the time the Personal Property Government Bill of Lading is typed. Appropriate entries include:

- a. **DATE**. The initiation date of this document should coincide with the date on the DD Form 1299 and/or the PPGBL.
- b. **CARD IDENTITY**. This block is to be used only by installations utilizing automated CERS procedures, in accordance with instructions from the responsible military service headquarters.
- c. **MEMBER'S NAME/RANK**. Last name, first name, middle initial, and rank of individual requesting the shipment.
- d. **CARRIER'S NAME AND SCAC**. Enter the carrier's full name, as taken from the TDR, including the SCAC.
- e. **NAME AND ADDRESS OF ORIGIN SHIPPING OFFICE/GOVERNMENT BILL OF LADING OFFICE CODE (GBLOC)**. Enter the name, address (including zip code), and GBLOC of the installation effecting the shipment, to include zip code.
- f. **NAME AND ADDRESS OF DESTINATION SHIPPING OFFICE/GBLOC**. Enter the name, address (including zip code), and GBLOC of the installation receiving the shipment, to include zip code.
- g. **PICKUP ADDRESS**. Enter the pickup address furnished by the member.
- h. **DELIVERY ADDRESS**. Enter delivery address as furnished by the DOD member. (This should be completed by the destination PPSO.)
- i. **PICKUP DATE**. Enter the pickup date established by the origin shipping office and agreed to by the carrier.

- j. Required Delivery Date (RDD) established by the origin shipping office.
- k. CODE OF SERVICE. Code 1 or Code 2, as appropriate.
- l. DESTINATION STATE. Enter the state in which the shipment will be delivered.
- m. INTER-INTRA. Indicate whether the shipment is an interstate or intrastate move.
- n. PPGBL NUMBER. Enter the Personal Property Government Bill of Lading number applicable to this shipment.
- o. STORAGE-IN-TRANSIT (SIT) NUMBER. Enter SIT Control Number issued to the carrier by the origin or destination PPSO, as appropriate.
- p. DATE IN. Enter date shipment was ordered into SIT
- q. DATE OUT. Enter date shipment was delivered out of SIT
- r. DELIVERY DATE. Indicate actual date shipment was delivered to member's residence.

Upon completion of the administrative portion, the original and one copy of the Shipment Evaluation and Inspection Record (DD Form 2223) and the appropriate copy(s) of the PPGBL are to be mailed to the destination transportation office as advance shipment documents. The second copy of the Shipment Evaluation and Inspection Record is retained by the origin shipping office for use in recording the results of the shipment pickup inspection/evaluation.

NOTE: The entire set of the DD Form 2223 prepared for turned back or pulled back shipments are retained by the origin shipping office to use in carrier evaluation.

3. SECTION I - SHIPMENT SCORING. This section is divided into two parts.

a. The first part lists the three scoring elements and degree of violation. At the time of pickup, if the carrier has missed the assigned pickup date, the origin PPSO will place a check in the block following "Failure to pick up on agreed date (para 41a),". The remaining two scoring elements will be completed in the same manner by the destination PPSO at time of delivery.

b. The second part contains a matrix table. The table lists 30 different scores that correspond to any possible combination of scored violations. It also contains a block for the shipment score. If shipment has been turned back or pulled back, it is given a score of 33 by the origin PPSO. Otherwise, this part is to be completed by the origin PPSO only after the returned copy from the destination PPSO is received or 12 months have lapsed from the pickup date if the destination copy is not returned. The origin PPSO will then determine the shipment score by matching the appropriate block in the matrix table to the violations checked in the first part. The number in that block is the shipment score. That number will then be circled and placed in the block titled "Shipment Score."

4. SECTION II - CUSTOMER SATISFACTION. Not applicable.

5. SECTION III.

a. ORIGIN EVALUATION. This column will be used by the origin PPSO to record carrier deficiencies at time of pickup. It has three main parts:

- (1) a list of common infractions,
- (2) a block for additional violations/remarks, and
- (3) a signature and date section.

b. The column is designed to serve as a simple checklist for the inspector/evaluator. When a carrier fails to comply with any provision of the Tender of Service listed, place a check in the "no" block. The "Additional Violations/Remarks" block will be used to record any shipments that have been turned back or pulled back or any Tender of Service violations not listed. The origin shipping office representative will sign and enter the date in the space provided in the "Origin" column. The Shipment Evaluation and Inspection Record (DD Form 2223) will be placed in the carrier's performance file for reference use pending (except for turned or pulled back shipments) the return of the first and second copies from the destination transportation office.

6. DESTINATION EVALUATION. Like the "Origin" column, the "Destination" column has three parts. At the time shipment is delivered to residence or shortly thereafter, the "Destination" column will be used by the destination PPSO to record carrier deficiencies noted at destination. The destination transportation office representative will sign and enter the date in the space provided in the "Destination" column. The original completed form will be returned to the origin shipping offices, with the Joint Statement of Loss or Damage at Delivery (DD Form 1840, Figure 10-1), if available. The copy of the Shipment Evaluation and Inspection Record is retained by the destination office for future reference.

7. FINAL FORMS COMPLETION. Final completion of the form is accomplished by the origin PPSO using the "feedback" information from destination. The "feedback" information will consist of the original copy of the Shipment Evaluation and Inspection Record and the completed Customer Satisfaction Report (unless the destination transportation office indicates that a customer report is not obtainable). In completing the form for mailing to the carrier, the origin PPSO will follow the steps described below:

- (1) From the appropriate office file, retrieve the file copy of the Shipment Evaluation and Inspection Record.
- (2) Transpose all data from origin and destination copies except the destination shipping office signature block.
- (3) Complete the shipment scoring as described in paragraph A.3.b. above.

(4) Annotate in the bottom right-hand corner of the form if the form is a Letter of Warning. NOTE: Anytime the shipment score is less than 85 or violation are indicated in Section III, the form is a "Letter of Warning."

(5) Once the above steps are completed, the origin PPSO representative will sign and date the form in the bottom left corner.

8. DISPOSITION OF THE FORM COPIES.

- |                  |   |
|------------------|---|
| a. ORIGINAL----- | This becomes the record copy. It is to be placed in the carrier performance file for use in preparing the DD Form 2224 at the completion of the 6-month evaluation period. This will be made available to the origin agent for review upon request. |
| b. 1ST COPY----- | This will be posted with the same information contained on the original and mailed to the carrier's home office.  |
| c. 2ND COPY----- | This copy is to be retained by the destination transportation office for reference purposes.  |

General Note for Personnel Processing This Report: Items marked with an asterisk (\*) have been registered in the DOD Data Element Program. Data elements and coding must be as indicated in the instructions. In cases where specific coding instructions are not provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DOD 5000.12-M. Noncompliance with either the coding instructions contained herein or those registered in the DOD Data Element Program will make the organization failing to comply responsible for required concessions in data base communication. Cost of data conversions will be borne by the organization whose category of data element lacks precedence.

B. INSTRUCTIONS FOR COMPLETION/DISPOSITION OF THE CARRIER EVALUATION WORK SHEET/REPORT, DD FORM 2224

1. FORMAT OF THE FORM. The Carrier Evaluation Work Sheet/Report is organized in the following manner:

- a. Administrative data blocks.
- b. Shipment performance data blocks.
- c. Shipment performance score blocks.
- d. Overall carrier performance block.

Each will be explained in detail below. An example of a completed form is provided at Figure R-2.

2. ADMINISTRATIVE BLOCKS (heading). Appropriate entries include:

- a. **NAME OF CARRIER.** Enter carrier's full name and mailing address.
- b. **SCAC.** Enter the standard carrier alpha code assigned to the carrier.
- c. **CODE OF SERVICE.** Enter the appropriate code of service (1 or 2).
- d. **NAME OF ORIGIN SHIPPING OFFICE.** Name of installation evaluating the carrier.
- e. **GBLOC.** Enter the Government bill of lading office code assigned to the reporting PPSO.
- f. **PERIOD COVERED.** Enter dates during which data was collected (Yr/May-Yr/October or Yr/November-Yr/April).
- g. **INTERSTATE/INTRASTATE.** Check the appropriate box indicating the type of traffic recorded on the form.
- h. **NUMBER OF SUSPENSIONS.** Indicate the number of suspensions (regular and/or immediate) imposed during this evaluation period.

3. SHIPMENT PERFORMANCE DATA. Entries for the form will be transposed from the Shipment Evaluation and Inspection Records contained in the carrier's performance file for the performance period entered in block 6 of the DD Form 2224. Each entry will coincide with the data contained on the Shipment Evaluation Inspection Record. Beginning at the left margin of the Carrier Evaluation Work Sheet/Report, the following data will be recorded:

- a. **PROPERTY OWNER.** The member's name, as entered on the Shipment Evaluation and Inspection Record (DD Form 2223).
- b. **PPGBL NUMBER.** The Personal Property Government Bill of Lading number, as shown on the DD Form 2223.
- c. **MISSED PICKUP, MISSED REQUIRED DELIVERY DATE, AND LOSS/DAMAGE.** Transpose the data from Section I of the DD Form 2223 by placing checks in the appropriate blocks. Enter "turned back or pulled back" if noted in the "Remarks" block of the DD Form 2223.
- d. **SHIPMENT SCORE.** Enter shipment score shown on the DD Form 2223.
- e. Record all data from all Shipment Evaluation and Inspection Records in the carrier's performance file for the appropriate performance period. Continue on subsequent pages as necessary. Ensure that continuation pages are appropriately numbered (i.e., Page       of       ) in the space provided at the top of the form.
- f. **FINAL SHIPMENT.** After recording the data for all Shipment Evaluation and Inspection Records contained in the carrier's performance file for the performance period, draw a line the full width of the Carrier Evaluation Work Sheet/Report. Enter "LAST SHIPMENT ENTRY," as illustrated on the sample form at Figure R-3.

4. BOTTOM OF THE FORM. Once all shipments have been listed, the bottom of the form will be completed as follows:

a. **TOTAL.** The check marks in each column will be added and the sum entered in the blocks provided at the bottom of the Carrier Evaluation Worksheet/Report. Under the "Shipment Score" column, add all of the scores together vertically down the form and place the sum in the block provided for "Total."

b. **NUMBER OF SHIPMENTS SCORED.** Enter the number of shipments scored this period (determined by counting the shipments listed on the form).

c. **AVERAGE SHIPMENT SCORE.** Divide the figure in the total block under "Shipment Score" by the figure in the "Number Shipments Scored" block. Scores will not be rounded.

d. **CARRIER STATUS.** If the average shipment score is 85 or higher, check the "Satisfactory" block. If the average shipment score is lower than 85, check the "Unsatisfactory" block.

e. **SIGNATURE AND DATE.** Once the form has been completed, it will be signed and dated by the shipping office representative who completed the form.

f. **DISPOSITION.** The original copy of the Carrier Evaluation Worksheet/Report (DD Form 2224) is to be maintained on file at the origin PPSO. The second copy will be mailed to the carrier's home office.

General Note for Personnel Processing This Report: Items marked with an asterisk (\*) have been registered in the DOD Data Element Program. Data elements and coding must be as indicated in the instructions. In cases where specific coding instructions are not provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DOD 5000.12-M. Noncompliance with either the coding instructions contained herein or those registered in the DOD Data Element Program will make the organization failing to comply responsible for required concessions in data base communication. Cost of data conversions will be borne by the organization whose category of data element lacks precedence.

#### C. INSTRUCTIONS FOR DATA SUBMISSION

1. This appendix and its figures provides detailed instructions on submission of CERS data to HQ MTMC.

2. CARD CODING INSTRUCTIONS. As stated in paragraph 2026.d. of this Regulation, installations having automated programs may not need to code the data submission. However, for those automated installations whose programs do not produce the cards and for all manual installations, the data will be coded on ADP transcript sheets as follows: **NOTE:** All alpha and numeric fields must be completed. (Example at Figure R-4):

<u>Card Columns</u>	<u>Identification of Element (Field)</u>	<u>Instructions</u>
1-4	Government Bill of Lading Office Code (GBLOC)	Enter your appropriate code by extracting from the Personal Property Consignment Instructions Guide (PPCIG), Volume 1 (CONUS).
5-8	Standard Carrier Alpha Code (SCAC)	Enter carrier's assigned code by extracting from the MTMC Domestic and Mobile Home Personal Property Carrier Approvals Printout.
9-13	Average Shipment Score	Extract from DD Form 2224.
14	Code of Service	Enter applicable code:  A = Code 1 interstate B = Code 2 interstate C = Code 1 intrastate D = Code 2 intrastate
15	Transportation Distribution	Enter appropriate TDR Area Designation area of operations (1,2,3,4). DO NOT LEAVE THIS BLANK. (NOTE: Some PPSOs may have only one area of operation for interstate traffic, but serve two or more states on intrastate traffic; in such cases, appropriate entries will be made in this block to separate the states when listing intrastate traffic.)
16-19	Number of Shipments Scored	This figure will be extracted from the DD Form 2224 for each carrier.

20-30	Filler (Blank)	Leave these blocks blank.
31	Number of Regular Suspensions	Enter number imposed during each period. This data will be extracted from the DD Form 2224.
32	Number of Immediate Suspensions	Enter number imposed during each period. This data will be extracted from the DD Form 2224.
33-34	Number of Shipments with Late Pickup	Enter total number of times carrier missed a pickup during applicable distribution period. Data is available from the DD Form 2224.
35-36	Number of Shipments with Missed RDD of 1-2 Days	Enter total number of times carrier missed the RDD of 1-2 days during applicable distribution period. Data is available from the DD Form 2224.
37-38	Number of Shipments with Missed RDD of 3-5 Days	Enter total number of times carrier missed the RDD of 3-5 days during applicable distribution period. Data is available from the DD Form 2224.
39-40	Number of Shipments with Missed RDD of 6-9 Days	Enter total number of times carrier missed the RDD of 6-9 days during applicable distribution period. Data is available from the DD Form 2224.
41-42	Number of Shipments with Missed RDD of 10 Days	Enter total number of times carrier missed the RDD of 10 days during applicable distribution period. Data is available from the DD Form 2224.



43-45	Number of Shipments, Loss/Damage, Less than \$500	Enter total number of times carrier had loss/damage less than \$500. Data is available from the DD Form 2224.
46-48	Number of Shipments, Loss/Damage, \$500/Over	Enter total number of times carrier had loss/damage \$500 or more. Data is available from the DD Form 2224.
49-50	Number of Shipments, Turned Back or Pulled Back	Enter total number of shipments turned back or pulled back.
51-80	Filler (Blank)	Leave these blocks blank.

3. TRANSMISSION. Transmission will be via AUTODIN. All submissions using the AUTOVON system must contain a "Header" and "Trailer" card. In addition, to help HQMTMC communications personnel identify the appropriate receiving office, each submission will also include an "Attention" card. These cards must be prepared in the format shown at Figure R-5. For automated installations, the program may produce these cards as part of the end-of-period run. In such cases, once the cards are ready for transmission, the entire deck will be submitted to the installation communication facility for transmission. However, for automated installations, submit the card deck (minus the Header, Trailer and Attention cards) to the installation communications facility using the DD Form 1392 (Figure R-6). The DD Form 1392 must contain all data elements shown in the example plus all other data elements applicable to the submitting installation.

#### D. HOW TO USE THE RANDOM NUMBER TABLE TO IDENTIFY A RANDOM SAMPLE OF CARRIERS

1. In viewing the Random Number Table, you will note the numbers, each consisting of five digits, are arranged in lines and columns. To use this table, digits must be eliminated beginning at the left, from each number selected, leaving only those place values corresponding to the number of carriers in your sampling. If your sample consists of five carriers, four digits beginning at the left will be eliminated. If your sample consists of twenty carriers, three digits beginning at the left will be eliminated and so on.

Example: Five carriers having the same average shipment score and tonnage, and having equal rates on file must be listed on the TDR in a random order. Arrange the carriers alphabetically by SCAC code.

<u>Carriers</u>	<u>Alphabetical Listing</u>
1. ABCD	AAAC
2. AABB	AABB
3. AAAC	ABCD
4. BACD	BACD
5. CACD	CACD

2. In this example, we chose to use page one of the Random Number Tables, though you may use any you choose. Close your eyes and place your point on the table. Our pointer landed on number 90229 (line 21/column 7). Because our example consists of five carriers, four of the digits beginning at the left have been discarded, leaving us with the number 9. Having only five carriers, we must come across the first number between 1 and 5. Choosing to move vertically down the page, our next number is 94342. Again, discarding the first four digits our remaining number is 2. AABB is the second carrier in our alphabetical lists and is therefore, placed first on the TDR. Moving down the column again our next number is 445834, carrier BACD will be placed second on the TDR. This process is continued until the TDR listing is completed as follows:

<u>Carriers</u>	<u>Alphabetical Listing</u>	<u>TDR</u>
1. ABCD	AAAC	AABB
2. AABB	AABB	BACD
3. AAAC	ABCD	CACD
4. BACD	BACD	ABCD
5. CACD	CACD	AAAC

3. If you run out of numbers before all carriers have been randomly placed in the listing, continue on the next pages, using the same column which is in this case, column 7. If column 7 expires, continue onto column 8 on until all carriers are arranged randomly.

<b>SHIPMENT EVALUATION AND INSPECTION RECORD</b>				1. DATE (Y/M/Day) <b>07/05/01</b>		3. CARD IDENTITY (1-3)		REPORTS CONTROL SYMBOL NTMC 124.83							
2a. MEMBER'S NAME (Last, First, MI.) <b>Lear, Chanda</b>				4. BANK <b>ES</b>		5a. CARRIER'S NAME <b>Gabriel Carriage + Co.</b>									
5b. NAME OF ORIGIN SHIPPING OFFICE <b>Fort Faith, VA</b>				5. SLOC <b>FATH</b>		5c. NAME OF DESTINATION SHIPPING OFFICE <b>Fort Peace, KS</b>									
6. ADDRESS (Street, zip code) <b>VA 22401</b>				6. ADDRESS (Street, zip code) <b>KS 67410</b>											
7. PICK UP ADDRESS (Street, city, state) <b>1720 McLaws Dr., Spotsylvania, VA</b>				8. DELIVERY ADDRESS (Street, city, state) <b>2 Golden St., Heaven, KS</b>											
9. PICK UP DATE (Y/M/Day) <b>07/05/12</b>		10. REQUIRED DELIVERY DATE (Y/M/Day) <b>07/06/17</b>		11. CODE OF SERVICE (7) <b>1</b>		12. DESTINATION STATE <b>KS</b>		13. INTER-INTRA (3) <b>INTER</b>							
14. PPSBL NUMBER (1-17) <b>AP-891017</b>		15. S.I.T. NUMBER		16. DATE IN (Y/M/Day)		17. DATE OUT (Y/M/Day)		18. DELIVERY DATE (Y/M/Day) <b>07/06/17</b>							
I. SHIPMENT SCORING a. Failure to ship up on agreed date (Para 41 a) <input type="checkbox"/> b. Loss or damage estimate (para 27) Less than \$500 <input checked="" type="checkbox"/> \$500 or over <input type="checkbox"/> c. Failure to meet required delivery date (para 41 a, 46) 1-2 Days <input type="checkbox"/> 3-5 Days <input type="checkbox"/> 6-9 Days <input type="checkbox"/> 10 Days or over <input type="checkbox"/>															
OTHER VARIABLES				MISSED RDD											
				0 Days		1-2 Days		3-5 Days		6-9 Days		10 or more			
Not ship up and no loss/damage				100		92		83		75		67			
Not ship up but loss/damage under \$500				92		85		77		68		60			
Not ship up but loss/damage \$500 or more				87		80		70		62		53			
Missed ship up but no loss/damage				87		80		70		62		53			
Missed ship up and loss/damage under \$500				80		72		63		55		47			
Missed ship up and loss/damage \$500 or more				73		65		57		48		40			
SHIPMENT SCORE is determined from above table.															
II. CUSTOMER SATISFACTION: YES <input type="checkbox"/> NO <input type="checkbox"/> NO RESPONSE <input type="checkbox"/>															
III. SHIPMENT EVALUATION															
ORIGIN				YES		NO		DESTINATION				YES		NO	
Made promissory survey (if applicable) (para 41 a)								Verified destination ITO in advance of liability to meet RDD (para 41 a)							
Used proper/sufficient packing material/equipment (para 42 43 44 45)								Verified destination ITO of arrival/delivery (para 41 a, d)							
Prepared inventory properly (para 34)								Reported loss/damage during transit (para 46)							
Prepared DD Form 519 properly (para 23)								Prepared DD Form 519 properly (para 23)							
Used qualified personnel (para 47)								Used qualified personnel (para 47)							
Property secured adequately (para 44 b, 1)								Property secured adequately (para 44 b, 1)							
Risks were rated properly and not false (para 36 d, 44)								Risks were rated properly and not false (para 36 d, 44)							
Weighted shipment (all manner provided by ICC (para 30 c))								Reweighted shipment when/as requested (para 30 g)							
Removed packing material and other debris (para 30)								Unpacked, reassembled and removed packing debris (para 27)							
Provided required documents to ITO/member within time specified (para 18, 20, 22, 23 a)								Provided required documents to ITO/member within time specified (para 18, 20, 22, 23 a)							
Containers were properly marked and protected from the weather (para 40 a, 1, 2, 40 b, c, d, e)								Containers were properly marked and protected from the weather (para 40 a, 1, 2, 40 b, c, d, e)							
PPSBL was secured, weighed and returned to laboratory and OBL (para 54 g)								Complied with storage in transit requirements (para 21, 30 a, b, c, e, f, 1, 2, 3)							
REMARKS (Include any additional explanation)								REMARKS (Include any additional explanation)							
SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE <i>Debra Ross</i>								SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE <i>Darlene Blakely</i>							
DATE (Y/M/Day) <b>07/05/12</b>								DATE (Y/M/Day) <b>07/06/19</b>							
SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE <i>Leora Graves</i>								THIS SERVES AS A LETTER OF WARNING <input checked="" type="checkbox"/>							
DATE (Y/M/Day) <b>07/07/08</b>															

DD FORM 2223

PREVIOUS EDITION IS OBSOLETE

(Figure R-1)

SHIPMENT EVALUATION AND INSPECTION RECORD				1. DATE (Yr/Mo/Day)	2. CARD IDENTITY (1-2)	REPORTS CONTROL SYMBOL HTNC 124/22	
3. MEMBER'S NAME (Last, First, MI)		4. MARK	5. CARRIER'S NAME		6. SCAC		
Lula, Hal A.		04	Careful Van Lines		LARE		
7. NAME OF ORIGIN SHIPPING OFFICE		8. GBLDC	9. NAME OF DESTINATION SHIPPING OFFICE		10. GBLDC		
Fort Battle, VA		BAAT	Fort Peace, WA		PLAC		
11. ADDRESS (Ship. to code)			12. ADDRESS (Ship. to code)				
VA 22051			WA 77777				
13. PICK UP ADDRESS (Ship. to code)			14. DELIVERY ADDRESS (Ship. to code)				
2 Getme Place, Norfolk, VA			4 Takem Ave., Seattle, WA				
15. PICK UP DATE (Yr/Mo/Day)	16. REQUIRED DELIVERY DATE (Yr/Mo/Day)	17. CODE OF SERVICE (1)	18. DESTINATION STATE	19. INTER-INTRA (2)			
07/03/15	07/05/01	1	WA	INTER			
20. PMSL NUMBER (0-17)	21. S.I.T. NUMBER	22. DATE IN (Yr/Mo/Day)	23. DATE OUT (Yr/Mo/Day)	24. DELIVERY DATE (Yr/Mo/Day)			
AP-90765							
I. SHIPMENT SCORING a. Failure to pick up on agreed date (para 41.a) <input type="checkbox"/> b. Loss or damage estimate (para 37) Less than \$500 <input type="checkbox"/> \$500 or over <input type="checkbox"/> c. Failure to meet required delivery date (para 41.a, 46) 1-2 Days <input type="checkbox"/> 3-4 Days <input type="checkbox"/> 5-6 Days <input type="checkbox"/> 10 Days or more <input type="checkbox"/>							
OTHER VARIABLES		MISSED RDD					
		0 Days	1-2 Days	3-4 Days	5-6 Days	10 or more	
Not picked up and no loss/damage		100	92	83	75	67	
Not picked up but loss/damage under \$500		93	85	77	69	61	
Not picked up but loss/damage \$500 or more		87	80	72	64	56	
Signed picked up but no loss/damage		87	80	72	64	56	
Signed picked up and loss/damage under \$500		80	72	64	56	48	
Signed picked up and loss/damage \$500 or more		73	65	57	49	41	
SHIPMENT SCORE (as determined from above table)							
II. CUSTOMER SATISFACTION YES <input type="checkbox"/> NO <input type="checkbox"/> NO RESPONSE <input type="checkbox"/>							
III. SHIPMENT EVALUATION							
ORIGIN		YES	NO	DESTINATION		YES	NO
Made prompt survey (if applicable) (para 41.a)				Reporting destination ITO in advance of mobility to meet RDD (para 41.e)			
Used proper/harmonized packing material/equipment (para 42, 43, 44, 49)				Reporting destination ITO of arrival/delivery (para 41.a, d)			
Prepared inventory properly (para 54)				Recorded loss/damage during unloading/unpacking (para 55)			
Prepared DD Form 618 properly (para 23)				Prepared DD Form 618 properly (para 23)			
Used qualified personnel (para 47)				Used qualified personnel (para 47)			
Property serviced appliances (para 44 b, 1)				Property serviced appliances (para 44 b, 1)			
Banded right property, did not fold (para 36 d, 44)				Bands were rapped property, not folded (para 36 d, 44)			
Weighted shipment (AW number prescribed by ICC (para 30 c))				Reweighted shipment when/as requested (para 30.g)			
Removed packing material and other debris (para 50)				Unpacked, repacked and removed packing debris (para 25)			
Provided required documents to ITO/number within time specified (para 18, 26, 52, 53 a)				Provided required documents to ITO/number within time specified (para 18, 26, 52, 53 a)			
Containers were properly marked and protected from the weather (para 40 a, 1, 12, 40 b, c, d, e)				Containers were properly marked and protected from the weather (para 40 a, 1, 12, 40 b, c, d, e)			
PMSL was positive, weighed and entered on inventory and BSL (para 54.g)				Complied with storage in transit requirements (para 21, 36 a, b, c, e, f, 1, 12)			
REMARKS (Include any additional violations)				REMARKS (Include any additional violations)			
Shipment turned back Shipment pulled back (Note: Choose One)							
SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE				SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE			
L. Cotecha							
DATE (Yr/Mo/Day)				DATE (Yr/Mo/Day)			
07/05/08							
SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE				THIS SERVES AS A LETTER OF WARNING <input checked="" type="checkbox"/>			
DATE (Yr/Mo/Day)							

DD FORM 2223

PREVIOUS EDITION IS OBSOLETE

(figure R-1 con't)



(figure R-3)  
R-14

GLOC		SCAC		AVERAGE SHIPMENT SCORE		CODE OF SERVICE		DATE AREA DELETED		NUMBER OF SHIPMENTS BOOKED		LEAVE BLANK		NO. REC. SUSP		NO. DROPPED SUSP		MISSED PICKUP		LATE REQ		LOSS/DAMAGE		LOSS/DAMAGE		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. SHIPMENTS		TURNED/PILLED BACK		LEAVE BLANK		NO. 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RECORD SPECIFICATION					1. DATE
For use of this form, see TB 18-111; the proponent agency is CSA.					
2. ID	3. TITLE CERS II				
713CERS	JANAP 128AUTODIN HEADER, MESSAGE AND TRAILER FORMAT				
4. DESCRIPTION				5. LENGTH	
REF: AUTOMATIC DIGITAL NETWORK (AUTODIN) OPERATING PROCEDURES				80	
JANAP 128 AUG 76, SECTION III				6. SECLAS/PRIV	
INPUT TO JOB 7130100				U-N	
7. POSITION	8. FIELD	9. FIELD TITLES	10. REP	11. LEN	12. REMARKS
		<u>AUTODIN HEADER FORMAT</u>			<u>CONSTANT AS SHOWN BELOW</u>
1-3	1.	PRECEDENCE & LANGUAGE MEDIA	A	3	RCC
4	2.	CLASSIFICATION	A	1	U
5-8	3.	CONTENT INDICATOR CODE	A	4	DKQR
9	4.	BLANK/FILLER			
10-16	5.	ORIGINATOR STATION ROUTING ID	A	7	
17-20	6.	STATION SERIAL NUMBER	N	4	
21	7.	BLANK/FILLER			
22-24	8.	DATE (JULIAN)	N	3	
25-28	9.	TIME FILED (ZULU)	N	4	
29	10.	BLANK/FILLER			
30-33	11.	RECORD COUNT	AN	4	
34-38	12.	CLASSIFICATION REDUNDANCY	A	5	UUUU
39-40	13.	START ROUTING SIGNAL	SP	2	--
41-47	14.	ADDRESS ROUTING ID.	A	7	RUKGMTC
48	15.	END OF SIGNAL	SP	1	
49-80	16.	BLANK/FILLER			
		<u>AUTODIN ATTENTION FORMAT</u>			
1-12	1.	ATTENTION LINE		12	ATTN: MT-PPQ
13-80	68.	BLANK/FILLER			
		<u>AUTODIN TRAILER FORMAT</u>			
1-38	1-12	DUPLICATE INFORMATION FROM HEADER POSITIONS 1-38	A-AN	38	
39-76	13	BLANK/FILLER			
77-80	14	END IF TRANSMISSION SIGNAL	A	4	NNNN
NOTE:	SUBMIT ONLY THE AUTODIN HEADER AND ATTENTION CARDS FOLLOWED BY CERS II DATA (THE RECORD COUNT MUST NOT EXCEED 500 RECORDS PER STATION SERIAL NUMBER) AND INCLUDE THE AUTODIN TRAILER.				

DA FORM 1 NOV 78 4738

(figure R-4)

U.S. GOVERNMENT PRINTING OFFICE: 1978-284-149

DATA MESSAGE FORM		PRECEDENCE Routine	LMT CC	CLASSIFICATION UNCLASSIFIED	
ADDRESSEE (Unit/Title) CGR HMC WASH DC //MT-PPQ//					CARD COUNT (Dated cards)
ORIGINATOR'S IDENTIFICATION (RCS, FM, NM, SP, etc.)		CONTENT IND DKQR	RELEASING OFFICER'S SIGNATURE		OFFICE SYMBOL & EXT.
REMARKS Please make an attention card following the header card, "ATTN: MT-PPQ"					
FOR COMMUNICATIONS CENTER USE ONLY					
ORIGINATOR'S ROUTING INDICATOR		STATION SERIAL NUMBER		DATE-TIME (Time filed)	
TOTAL CARD COUNT		ADDRESSEE ROUTING INDICATOR		SUPERVISOR'S SIGNATURE	
ORIGINATOR'S SIGNATURE		TIME TRANSMITTED		CLASSIFICATION	

DD FORM 1392, 1 AUG 65

(figure R-5)